



# SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100, COLUMBUS, OHIO 43215-3746

614-222-5853 • Toll-Free 800-878-5853 • www.ohsers.org

## PERSONAL INFORMATION CHANGE FORM

Please fill out both sections. We need your old information as well as your new, updated information. Sign the form, then fax or mail it to SERS.

### OLD INFORMATION:

NAME

SOCIAL SECURITY NUMBER

(AREA CODE) PHONE NUMBER

MARITAL STATUS:  MARRIED  SINGLE  DIVORCED  WIDOWED

ADDRESS (NUMBER AND STREET)

APT.

CITY

STATE

ZIP

### NEW INFORMATION

NAME

If you are changing your name, please see the list of required documentation on the back of this form.

MARITAL STATUS:  MARRIED  SINGLE  DIVORCED  WIDOWED

ADDRESS (NUMBER AND STREET)

APT.

CITY

STATE

ZIP

Is the new address your mailing, permanent, or temporary address?

Mailing  Permanent  Temporary

If this is your temporary address, please enter the dates the address is in effect:

\_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY)

(AREA CODE) PHONE NUMBER

SIGNATURE (DO NOT PRINT)

DATE

Mail to: SERS, 300 E. Broad St., Suite 100, Columbus, OH 43215

Fax to: 614-222-5881]

## **Address Changes**

A Mailing Address is the address used to receive your mail.

A Permanent Address is your physical residential address. A P.O. Box cannot be entered as your Permanent Address.

A Temporary Address is the address used to receive your mail for a specific timeframe. Please be sure to enter the dates your Temporary Address is in effect.

## **Name Change**

In order to change your name, please enclose a photocopy of one of the following documents:

- driver's license
- birth certificate
- marriage certificate
- divorce decree (with language permitting)
- probate court order
- military records
- Medicare card
- Social Security card