

KCPERS Policy

Policy #017 – Member Change of Address

Adopted: September 14, 2004

Amended: November 14, 2006, September 8, 2009, August 11, 2022

Members changing their address with KCPERS must do so in writing to provide a formal, consistent process for documenting the change. For active members, the Police Department has an established personnel policy that requires all employees to submit address changes in writing. Retired members will notify KCPERS in writing of any address change. Signed address change forms will be accepted by mail, email, fax or can be submitted in person. KCPERS cannot accept address changes over the phone.

Retired members may use any of the following options for changing their address:

- Monthly “Earnings Statement” - members may complete the “Address Change Form” section on the backside of their monthly earnings statement from Northern Trust
- www.kcpers.org – members may obtain a “Change of Address” form from the website
- Members may obtain a “Change of Address” form, in person or thru the mail, directly from the KCPERS office. Forms that are mailed out to members will be sent with a stamped return envelope.
- Members may send a signed letter to the KCPERS office indicating a change of address.

KCPERS will only accept an address change if the new information is a complete mailing address, the information is clearly legible, and has been signed and dated by the member.

Address changes received by the 10th of the month will be processed for the next payment date. Address changes received after the 10th may be processed for the next payment date if time permits, otherwise will be processed in the following month. Address changes will be recorded in the Alert /For Retire program and the Northern Trust database. The original form or letter will be placed in the member’s file.

Note: Members that need to change other personal information in addition to their address may use a Retiree/Survivor Beneficiary Information Form to submit address change information.