



# ADDRESS CHANGE REQUEST FORM

**Plan Membership:**

Police Retirement System       Civilian Employee's Retirement System

**This address change is:**       Permanent       Temporary

(You must file a new change of address form with KCPERS each time your mailing address changes)

(Please print clearly)

Full Name: (Last, First, MI)

(List one)

- Department Serial Number:
- Last 4 digits of SSN:

Effective Date of Change:

<b>Former Mailing Address</b>	Address or PO Box: <span style="float: right;">Apt#:</span>	
	City, State, Zip:	
	Phone #:	Email:

**Note: If mailing address is a PO Box, a physical address is required.**

<b>New Mailing Address</b>	Address or PO Box: <span style="float: right;">Apt#:</span>	
	City, State, Zip:	
	Phone #:	Email:

<b>Physical Address</b> <small>(if different from above)</small>	Street Address: <span style="float: right;">Apt#:</span>	
	City, State, Zip:	

If your **permanent** change of address indicates that you have moved to a new state. the following will occur:

- Withholding elections in your existing state will be cancelled and a default of "no withholding" will be established in your new state.
- If you wish to withhold in your new state of residence, please include a valid state tax form for your new state of residence or complete the updated State Tax Election Changes that will be included with your next Earnings Statement.
- If you **DO NOT** want your state withholding to be established in your new state, check the box at the top of this form indicating this is a **temporary** address change.

Member's Signature (Required)

Date

**Please return the completed form to KCPERS**

9701 Marion Park Drive, B, Kansas City, MO 64137 • (816) 482-8138 • Fax: (816) 763-1190 • email: [info@kcpers.org](mailto:info@kcpers.org)

Additional forms can be found at <https://www.kcpers.org/members/forms>