

PART I - Required Member Information

Member Full Name

Member Last Four of SSN Member Non-work Phone

Member Non-work Email

Employer Name

PART II - Requested Changes (Check and Complete All That Apply)

Change Name

Previous Name

Corrected Name

Change Non-work Address

Previous Address

Corrected Address

Change Non-work Phone Number or Email

Previous Phone Number Corrected Phone Number

Previous Email Corrected Email

Correct Birthdate

Previous Birthdate Corrected Birthdate
(mm/dd/yyyy) (mm/dd/yyyy)

Correct SSN

Previous SSN Corrected SSN

See reverse for instructions and important information

Change Marital Status

Previous Marital Status (check one) Single Married Divorced Widowed

Corrected Marital Status (check one) Single Married Divorced Widowed

Full Name of Spouse

This Spouse Is Now (check one) New Spouse Former Spouse Deceased

Effective Date Of Status Change (mm/dd/yyyy)

By signing, I affirm that the information provided above is true and accurate and I request that PMRS update my records to reflect such changes as I have directed.

Member Signature

Date of Signature (mm/dd/yyyy)

INSTRUCTIONS

Who completes the form and for what purpose?

Members complete this form to update personal information including name, marital status, or contact information.

Instructions for submitting the form

- Complete any necessary fields.
- Print legibly in blue or black ink, or type in the fields, save and print.
- Retain a copy of the form for your records.
- Return a copy to your employer for their records.
- Return the form via mail or email to PMRS.

Pennsylvania Municipal Retirement System

P.O. Box 1165
Harrisburg, PA 17108-1165
ra-rsCompletedForms@pa.gov

Key considerations

If you are changing your name, Social Security number, or marital status, please also provide a copy of the official documentation that confirms the change, such as a copy of a Social Security card, marriage license, or divorce decree. Please do not send the original.

If you are changing marital status, you may also wish to revise your "Nomination of Beneficiary" (PMRB-2). Without a form on file, PMRS may not automatically pay benefits to a spouse. Likewise, according to law, a divorce decree will invalidate the beneficiary designation of a former spouse if it was before divorce. If you would like to retain a former spouse as a beneficiary, submit a new form dated after the divorce decree.

You can download a copy of the PMRB-2 at www.PMRS.state.pa.us.