

# WORCESTER RETIREMENT SYSTEM

ROOM 103 • CITY HALL • WORCESTER MA 01608-1811 • PHONE (508) 799-1062

## *CHANGE OF ADDRESS*

It is vitally important that you keep the Worcester Retirement Board informed of your address changes, whether temporary or permanent. This will assist us in processing your monthly allowance along with your **1099-R Form**, and other important information.

As many retirees make temporary address changes during the year, the Worcester Retirement Board must be informed of each new address change as pension checks and tax documents will not be forwarded. Any change received in this office after the 15<sup>th</sup> of the month cannot be processed until the following month. Should you have any questions, please contact this office at (508) 799-1062.

**NAME (please print):** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

## *OLD ADDRESS*

**Number & Street** \_\_\_\_\_

**P.O. Box (if any)** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

## *NEW HOME ADDRESS*

**Number & Street** \_\_\_\_\_

**P.O. Box (if any)** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

## *NEW CHECK MAILING ADDRESS*

**Number & Street** \_\_\_\_\_

**P.O. Box (if any)** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

