



The Educational Employees' Supplementary Retirement System of *Fairfax County*
 8001 Forbes Place, Suite 300 - Springfield, Virginia 22151-2205
 703-426-3900 - 1-800-426-4208 - www.fcps.edu/ERFC

Name / Address Change Form for Retirees & Beneficiaries

- ◆ Please complete this form to update your ERFC records with any changes to your name and/or address.
- ◆ Return your completed form with any required documentation to ERFC at the address shown above.
- ◆ In the event of a name change, you must include a copy of your new Social Security card as legal proof for ERFC to document the change.
- ◆ Please allow 30 days for your requested changes to become effective.
- ◆ **Faxed copies cannot be accepted.** To protect your privacy, ERFC must receive a signed original form to initiate any changes to your personal records.

Your Status - Please Check One: - Beneficiary - Retiree

1. _____
 First Name Middle Initial Last Name Suffix (Jr./Sr.)

2. _____
 FORMER Name (First / Middle / Last) Complete this line if you are filing a name change

3. _____
 Social Security Number

4. _____
 NEW Home Telephone Number (Area Code - xxx-xxxx)

5. _____
 NEW Street Address City State* Zip Code

6. _____
 FORMER Street Address City State Zip Code
 (Complete this line if you are filing a change of address)

7. _____
 Signature (Required to authorize changes) Date

Is this a Name Change?
 Check One Below
 Yes- No-
 If answering "yes,"
 please complete
 Line 2 below and enclose
 legal proof of your name
 change.

**Is this a New Address
and/or Phone Number?**
 Check One Below
 Yes- No-
 If answering "yes,"
 please complete
 Lines 4 and 5

***NOTE:** If your address change lists a new state of residence, ERFC will automatically adjust your tax withholding status so that no state taxes are withheld from your benefit payment. To request state tax withholdings from Virginia, Maryland, the District of Columbia, North Carolina or South Carolina, you must submit a new *Tax Withholding Form* (ERFC-9). You may download a copy of this form from the ERFC website: www.fcps.edu/ERFC or call the office to request a form by mail: 703-426-3900 / 1-800-426-4208 toll free.