



The Educational Employees' Supplementary Retirement System of Fairfax County
8001 Forbes Place, Suite 300 Springfield, VA 22151-2205
703-426-3900 844-758-3793 www.fcps.edu/erfc

Request for Mailed Delivery of Printed Pay Statements

The ERFC office will automatically mail a printed benefit pay statement to notify you whenever a change occurs in your net payment amount, such as the annual COLA increase, or a benefit offset at Social Security age, or when you request an adjustment to your tax withholdings. However, if you have a special need or interest that requires you to receive a *printed* ERFC benefit pay statement by mail every month, please complete, sign and return this form to the ERFC Office.

Note: You may cancel this request for a monthly mailed delivery of a printed ERFC benefit pay statement at any time.

I hereby request that ERFC print and mail an individual benefit pay statement to me on a monthly basis, confirming direct deposit of the net benefit amounts I am due. This request will be honored as long as reasonably practicable for the ERFC or until I provide other notice to the System – whichever occurs first.

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>

<i>Street Address</i>		<i>Apt. Number</i>

<i>City</i>	<i>State</i>	<i>Zip Code</i>

<i>Date of Birth (Month/Day/Year)</i>	<i>Social Security Number</i>	<i>Phone Number (with area code)</i>

<i>Email Address</i>		

<i>Member Signature</i>	<i>Date</i>	

Return this request form by mail or in person to:

The Educational Employees' Supplementary Retirement System of Fairfax County
8001 Forbes Place, Suite 300
Springfield, VA 22151-2205