

Monroe County Employees Retirement System

840 South Roessler Street, Monroe, MI 48161-1557 (734) 241-1174



NOTIFICATION OF CHANGE OF ADDRESS / NAME

EMPLOYEE'S NAME: _____

DEPARTMENT: _____

EFFECTIVE DATE: _____

EMPLOYEE'S NEW ADDRESS: _____

CITY

STATE

ZIPCODE

TELEPHONE: AREA CODE: _____ NUMBER: _____

NEW NAME: _____

REASON FOR NAME CHANGE: _____

ATTACH COPY OF DOCUMENTATION FOR NAME CHANGE:

- **MUST** have Social Security Card or receipt showing you have applied for new card
- Copy of Marriage License (if applies)
- Copy of Divorce Decree showing change of name (if applies)

EMPLOYEE'S SIGNATURE

DATE

PLEASE RETURN TO:
MONROE COUNTY EMPLOYEES RETIREMENT SYSTEM
840 SOUTH ROESSLER STREET
MONROE, MI 48161