Date:_____

Mr. Benjamin T. Dziengel, Executive Director
City of Grand Rapids General Retirement System
233 Fulton Street East, Suite 216
Grand Rapids, MI 49503-3261

Dear Mr. Dziengel:

Please update your records with my new address effective immediately. This change is (please check one): ____Permanent ____Temporary *

Name: _____

Address: _____

_____

Phone: _____

Signed: _____

SSN (last 4 digits): _____XXX-XX-_____

*NOTE: This office must also be notified in writing upon your return to your permanent address.

FOR OFFICE USE ONLY

Access database change date _____
Northern Trust change date_____ Approved by_____Date_____
Scan Date_____ Email to Insurance Services Date_____
W4-P Mail Date_____ PBI Update_____