

Date: _____

Ms. Lisa Balkema, Acting Executive Director
City of Grand Rapids General Retirement System
233 Fulton Street East, Suite 216
Grand Rapids, MI 49503-3261

Dear Ms. Balkema:

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 _____