

Date: _____

Ms. Lisa Balkema, Acting Executive Director
City of Grand Rapids Police and Fire Retirement System
233 Fulton Street East, Suite 216
Grand Rapids, MI 49503

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

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Access database change date _____

Northern Trust change date _____ Approved by _____ Date _____

Scan Date _____ Email to Insurance Services Date _____

W4-P Mail Date _____ PBI Update _____