



City of Austin Police Retirement System

REQUEST FOR ADDRESS and/or BANK ACCOUNT CHANGE

TO: Austin Police Retirement System
P.O. Box 41089
Austin, Texas 78704-0019

I request that the change(s) indicated below be made effective:

- On the next paycheck issued. (Paychecks are mailed at the end of each month for the month ending. The necessary form must be received in the Pension Office by the 15th day of that month for computer entry and verification.
- On the check issued at the end of _____, 20_____.
Month

CHANGE REQUESTED:

- I have attached a deposit slip showing my name and account number. Please discontinue my present check handling arrangements and begin depositing my checks into this account.
- Please discontinue my direct deposit and mail my checks to the address below.
- Please change my check mailing address to the address below.
- Please change my mailing address only. Do not change the directions regarding my retirement check.

Name

Address

City State Zip

Social Security Number

E-Mail Address

Telephone Number

Signature Date

This request must be signed by the retiree or the surviving beneficiary who receives the checks. Any other requestors must contact the Pension Office at 416-7672 for further instructions.