



# City of Austin Police Retirement System

## REQUEST FOR ADDRESS and/or BANK ACCOUNT CHANGE

TO: Austin Police Retirement System  
2520 South IH 35, Suite 100  
Austin, TX 78704

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 15<sup>th</sup> 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.