



THE CITY OF BALTIMORE  
 EMPLOYEES' AND ELECTED OFFICIALS'  
 RETIREMENT SYSTEMS

7 East Redwood Street -- 13th Floor  
 Baltimore, Maryland 21202-3470  
 Phone 443-984-3200  
 Fax 410-528-8428

**CHANGE OF ADDRESS**

**INSTRUCTIONS:**

- Print or type.
- Detach and complete the card below.
- Return it to the Retirement Systems office at the above address.
- **Changes take at least 30 days to process.**
- **NOTE:** After you submit the change of address, if you receive two checks at your old address, **call the Retirement Systems immediately** at 443-984-3214.

**POWER OF ATTORNEY/GUARDIANSHIP:**

- If you have Power of Attorney or if you are a Guardian for a Retirement Systems member or beneficiary, you may sign for the member or beneficiary.
- The Retirement Systems must have a copy of the Power of Attorney or Guardianship Order.
- If the Retirement Systems does not have a copy of the Power of Attorney or Guardianship Order, you may not change the member or beneficiary's address.

**Questions?** Call the Retirement Systems at 443-984-3214.



<b>YOUR NAME</b>	Last Name		First Name		Middle Initial	Social Security Number	
	No. and Street		Apt./Suite No.		P.O. Box		
<b>OLD ADDRESS</b>	City		State		Zip Code		
	No. and Street		Apt./Suite No.		P.O. Box		
<b>NEW ADDRESS</b>	City		State		Zip Code		
	<b>DATE NEW ADDRESS TAKES EFFECT</b>			Month	Day	Year	
<b>SIGN HERE</b>						Telephone No.	