

## Recordkeeping and Administration Address Change Form

To initiate your address change within our system, please complete the form with the new information, including the effective date of the change. Sign the form and return to your company Human Resource Department. Address information is provided by your Employer and imported into our system. If the imported information is not updated with your new address, our change may be overwritten with the next payroll import.

Company/ Plan Name \_\_\_\_\_

Name Last

First

Middle

Soc Sec No

New Mailing Address

City

State

Zip Code

Effective Date of Change

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Attention Human Resource Department:

Please update the employee's address in your system and forward a copy of this form to our office at the following address:

PenServ Plan Services, Inc.  
PO Box 7248  
Columbia, SC 29202-7248

Company Signature \_\_\_\_\_

Date \_\_\_\_\_