



Monroe County  
**Employee's Retirement System**

125 East Second Street • Monroe, Michigan 48161-2197  
Secretary: (734) 240-7046 • Retirement Specialist: (734) 240-7264  
Fax: (734) 240-7266

## NOTIFICATION OF CHANGE OF ADDRESS/ NAME

EMPLOYEE'S NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

EMPLOYEE'S NEW ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY

STATE

ZIPCODE

TELEPHONE: AREA CODE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

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NEW NAME: \_\_\_\_\_

REASON FOR NAME CHANGE: \_\_\_\_\_

### ATTACH COPY OF DOCUMENTATION FOR NAME CHANGE:

- **MUST** have Social Security Card or receipt showing you have applied for new card
- Copy of Marriage License (if applies)
- Copy of Divorce Decree showing change of name (if applies)

\_\_\_\_\_  
EMPLOYEE' SIGNATURE

\_\_\_\_\_  
DATE

PLEASE RETURN TO RETIREMENT SPECIALIST