

EMPLOYEE CHANGE OF ADDRESS REQUEST

It is recommended you change or update your home address directly on-line via your secure Upstate Medical University Self-Serve account under “My Information/Employee Details/Personal Profile”

OR

You may complete the following and forward to EITHER the Payroll Services or Human Resources office at:

- Payroll Services, 1st Floor, Jacobsen Hall
- Human Resources-Benefits Office at benefits@upstate.edu or fax: 315-464-4390

Please PRINT clearly in blue/black ink--

NAME:				
Employee Upstate ID#:		Last 4 Digits of SSN:		
<i>New Address</i>				
Street:				
Apt./Suite:				
City		State:		Zip Code:
Phone #:	<input type="checkbox"/> No Change () -			

SIGNATURE: _____ **DATE:** _____ **DAYTIME PHONE#:** _____

FOR OFFICE USE ONLY (send to Payroll for e-filing when complete)	ENTERED BY:		DATE:	
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OTHERS YOU NEED TO CONTACT RE: YOUR CHANGE IN HOME ADDRESS

Thank you for submitting your home address change. The offices of Payroll Services and Human Resources will update your **payroll record and applicable NYS health insurance records** primarily based on your entering any changes on your Upstate self-serve account (see Personal Profile) or via the completion of this Address Change Request form. Please also advise the HR Benefits office of any change in marital status (i.e. divorce) or covered dependents as it relates to health insurance at benefits@upstat.edu.

PLEASE NOTE: You are responsible for personally contacting any of the below agencies with whom you do business, or have certain benefits with since record updates (i.e. beneficiaries) must be done via your personal secure log-in or the agencies identity verification practice.

Use this checklist to ensure you have notified all applicable agencies as needed of your change in home address.

----- **Your Employment Affiliation** -----

CSEA	PEF	UUP	M/C	ALES (UPOs)	RF	AGENCIES	DONE
✓		✓				Dental/Vision insurance: <input type="checkbox"/> CSEA Benefit Trust Fund at 1-800-323-2732 <input type="checkbox"/> UUP Benefit Trust Fund at 1-800-887-3863	<input type="checkbox"/>
✓	✓	✓	✓	✓		Retirement/Pension plan: <input type="checkbox"/> <u>NYS Employees Retirement System (ERS)</u> at 1-866-805-0990 or http://www.osc.state.ny.us/retire/forms/index.php OR <input type="checkbox"/> <u>CG Retirement Plan (BPAS)</u> at 1-866-221-8780 OR <input type="checkbox"/> <u>SUNY Optional Retirement Plan (ORP)</u> <input type="checkbox"/> TIAA 1-866-662-7945 or www.tiaa.org/suny <input type="checkbox"/> Voya 1-800-584-6001 or https://suny.beready2retire.com/ <input type="checkbox"/> Fidelity 1-800-343-0860 or www.fidelity.com <input type="checkbox"/> Corebridge 1-800-448-2542 or www.VALIC.com/suny <input type="checkbox"/> RF Basic Retirement Plan TIAA 1-800-842-2252 or www.tiaa.org/suny	<input type="checkbox"/>
	✓	✓	✓			OR <input type="checkbox"/> <u>CG Retirement Plan (BPAS)</u> at 1-866-221-8780 OR <input type="checkbox"/> <u>SUNY Optional Retirement Plan (ORP)</u> <input type="checkbox"/> TIAA 1-866-662-7945 or www.tiaa.org/suny <input type="checkbox"/> Voya 1-800-584-6001 or https://suny.beready2retire.com/ <input type="checkbox"/> Fidelity 1-800-343-0860 or www.fidelity.com <input type="checkbox"/> Corebridge 1-800-448-2542 or www.VALIC.com/suny <input type="checkbox"/> RF Basic Retirement Plan TIAA 1-800-842-2252 or www.tiaa.org/suny	<input type="checkbox"/>
		Or One of the ORP vendors	Or One of the ORP vendors		✓	Tax Deferred or Supplemental Retirement Annuity (TDA/SRA) - contact your selected investment provider: <input type="checkbox"/> TIAA (RF ees) 1-800-842-2252 or (NYS ees) 1-866-662-7945 www.tiaa.org/suny <input type="checkbox"/> Voya 1-800-584-6001 or https://suny.beready2retire.com/ <input type="checkbox"/> Corebridge 1-800-448-2542 or www.VALIC.com/suny <input type="checkbox"/> NYS Deferred Comp Plan 1-800-422-8463 or www.nysdcp.com <input type="checkbox"/> Fidelity 1-800-343-0860 or www.fidelity.com	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	Tax Deferred or Supplemental Retirement Annuity (TDA/SRA) - contact your selected investment provider: <input type="checkbox"/> TIAA (RF ees) 1-800-842-2252 or (NYS ees) 1-866-662-7945 www.tiaa.org/suny <input type="checkbox"/> Voya 1-800-584-6001 or https://suny.beready2retire.com/ <input type="checkbox"/> Corebridge 1-800-448-2542 or www.VALIC.com/suny <input type="checkbox"/> NYS Deferred Comp Plan 1-800-422-8463 or www.nysdcp.com <input type="checkbox"/> Fidelity 1-800-343-0860 or www.fidelity.com	<input type="checkbox"/>