Notice Of Change Form

EMPLOYEES' RETIREMENT SYSTEM
The Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue, Suite 100 (301) 454-1415 - Telephone
Riverdale, Maryland 20737 (301) 454-1413 - Facsimile

PART A - MEMBER INFORMATION

Name (Last, First, Mi) **Social Security Number**

Daytime Phone Number **Other Phone Number**

PART B – BENEFIT INFORMATION

☐ Active Member ☐ Retiree
☐ Survivor ☐ Dependent
☐ Beneficiary ☐ Other

Name of deceased

PART C – ADDRESS CHANGE

Effective Date

Former Address	New Address
Address	**Address**
City, State, Zip Code	**City, State, Zip Code**

PART D – NAME CHANGE

Effective Date

Former Name (Last, First, Mi)

New Name (Last, First, Mi)

A copy of the marriage certificate, divorce decree, or legal separation document must be attached

PART E – AUTHORIZATION

To the best of my knowledge and belief, the information that I have provided on this form is correct.

Print Name of Member or Authorized Agent Date

Signature of Member or Authorized Agent

ORIGINAL TO M-NCPPC ERS – PLEASE RETAIN A PHOTOCOPY FOR YOUR RECORDS

INSTRUCTIONS

PART A MEMBER INFORMATION

Enter member's current name, social security number, telephone number and/or other phone number.

PART B BENEFIT INFORMATION

Indicate what type of benefit you are receiving.

Write the name of the deceased member.

PART C ADDRESS CHANGE

Enter effective date.

Enter former address and new address.

PART D NAME CHANGE

Enter effective date.

Enter former name and new name. Use full name, including middle name.

If a name change occurred due to marriage a copy of the marriage certificate must be attached. If a name change occurred due to a divorce a copy of the divorce decree must be attached. If name change occurred due to a legal separation a copy of the court document must be attached.

****Please note – It may be necessary to complete a new Designation of Beneficiary Form.

PART E AUTHORIZATION

The Member or an Authorized Agent MUST sign this form for it to be valid. A copy of the Power of Attorney (POA) for an Authorized Agent must be on file with the M-NCPPC ERS.