

****Thank you for submitting your legal address change. The offices of Payroll Services and Human Resources will update your payroll record and applicable health insurance* records as needed.****

- **PLEASE NOTE: You are responsible for personally contacting any of the following agencies with whom you do business, or have certain benefits with, since update of their records must be done via your personal secure log-in or their identity verification practice.**
- **It is also important to note that a change in address either from a New York City or Yonkers address to a local address, or from a local address to New York City or Yonkers will impact local taxes. An IT-2104 tax form should be completed at the same time as the address change is requested, indicating residency in New York City or Yonkers. Questions regarding taxes should be directed to your Payroll office. http://www.tax.ny.gov/pdf/current_forms/wt/it2104_fill_in.pdf**

---Your Employment Affiliation--- Use this checklist to ensure you have notified all applicable carriers of your change in home address.

CSEA	PEF	UUP	MC	PBANYS	NYSCOPBA	GSEU		DONE
X		X					Dental/Vision insurance & other <ul style="list-style-type: none"> ▪ CSEA Benefit Trust Fund at 1-800-323-2732 ▪ UUP Benefit Trust Fund at 1-800-887-3863 /www.uupinfo.org *These carriers for PBANYS, NYSCOPBA, PEF, GSEU and MC are notified automatically.	
X	X	X	X	X	X	X->	Retirement/Pension plan: NYS Employees' Retirement System (ERS) at 1-866-805-0990 or http://www.osc.state.ny.us/retire/forms/rs5512.pdf NYS Teachers Retirement System (TRS) 1-800-782-0289 or http://www.nystrs.org/main/forms/gre50.pdf SUNY Optional Retirement Plan (ORP) <ul style="list-style-type: none"> ▪ TIAA-CREF 1-800-842-2252 or www.tiaa-cref.org/suny ▪ ING 1-800-677-4636 or www.ingretirementplans.com/custom/suny ▪ MetLife 1-800-662-0916 or www.metlife.com/suny ▪ VALIC 1-888-569-7055 or www.VALIC.com/suny 	
X	X	X	X	X	X	X	Tax Deferred Annuities or Deferred Compensation (TDA/SRA or 457) - contact your selected investment provider: <ul style="list-style-type: none"> ▪ TIAA-CREF 1-800-842-2252 or www.tiaa-cref.org/suny ▪ ING 1-800-677-4636 or www.ingretirementplans.com/custom/suny ▪ MetLife 1-800-662-0916 or www.metlife.com/suny ▪ VALIC 1-888-569-7055 or www.VALIC.com/suny ▪ NYS Deferred Comp Plan 1-800-422-8463 or www.nysdcp.com ▪ Fidelity (available to M/C and UUP only) 1-800-343-0860 or www.fidelity.com 	
X	X	X		X	X		Union sponsored benefits: <ul style="list-style-type: none"> ▪ CSEA Benefit Trust Fund at 1-800-323-2732 ▪ UUP Benefit Trust Fund at 1-800-887-3863/www.uupinfo.org ▪ PEF sponsored benefits 1-800-342-4306 ext. 243 ▪ PBANYS – Standard Life Insurance Company 212-850-5519 ▪ PBANYS – Liberty Mutual 866-424-7756 ▪ NYSCOPBA – Long Term Care and Permanent Life Insurance rthohey@norvest.net ▪ NYSCOPBA – Metropolitan Property/Casualty – 1-800-GET-MET8 	