MARYLAND STATE RETIREMENT AGENCY
120 EAST BALTIMORE STREET
BALTIMORE, MD 21202-6700

mySRPS FREEZE REQUEST

INSTRUCTIONS: Fill in **all sections** below. Please **print** clearly. **Sign** and **date** the form and **make a copy** for your records. **See the bottom of this page for info on how to submit the completed form to us.**

RETIREMENT USE ONLY

PARTICIPANT SOCIAL SECURITY NUMBER

PARTICIPANT DATE OF BIRTH

Day - Month - Year

PARTICIPANT NAME

First Initial Last

PARTICIPANT DAYTIME PHONE NUMBER

PARTICIPANT EMAIL ADDRESS (leave blank if you do not have an email address)

TO THE MARYLAND STATE RETIREMENT AGENCY: I solemnly affirm under the penalties of perjury and upon personal knowledge that the information I have provided above is true. I direct the Maryland State Retirement Agency to add a security freeze to my own personal mySRPS account.

Signature _____ **Date signed** _____

PLEASE READ THIS INFORMATION CAREFULLY BEFORE SUBMITTING YOUR FORM

1. **When you should use this form:**

   You should use this form if you wish to put a **security freeze** on your mySRPS on-line account. If you freeze access, no one (including you) will be able to set up an on-line account in your name. No one (including you) will be able to make on-line transactions in your account. You will still be able to call or visit us to make transactions. If you change your mind later, you can ask us to lift the security freeze.

2. **How to send us your completed form:**

   Send your completed form to us by US mail, email, or fax:

   US Mail: Maryland State Retirement Agency, 120 E. Baltimore St., Baltimore, MD 21202-6700
   Email: sra@sra.state.md.us
   Fax: 410-468-1707

   IMPORTANT! Please send your form **directly** to us. Only the MSRA can put a freeze on your on-line account. **Do not** give this form to your employer.

3. **What we'll do when we receive your form:**

   We will review your form to make sure it is complete and valid. If it is, we will mail to your address on file a letter to **confirm the security freeze** on your on-line account. The letter will include a Personal Identification Number (PIN). If you wish to remove the freeze in the future, you will need to use that PIN.

Need help completing this form? Please contact a Retirement Benefits Specialist at 1-800-492-5909.