

INSTRUCTIONS

Purpose of this Form: The *Change of Address for Payees (Retirees and Beneficiaries)* (Form 77) provides the Maryland State Retirement Agency ("Agency") with the information necessary to update address information for individuals receiving a monthly benefit from the Maryland State Retirement and Pension System ("System").

General Instructions: Please print in ink, using one space per letter or number and skipping a space between words. If you need assistance completing this form, please contact the Agency at 410-625-5555 or toll-free 1-800-492-5909.

Your completed form may be faxed to 410-468-1700 or mailed to the Maryland State Retirement Agency at 120 East Baltimore Street, Baltimore, Maryland 21202-6700.

Section One: Provide the payee's name, Social Security number, telephone number and email address.

Section Two: Provide the payee's new home mailing address. This is the address to which advice slips, correspondence from the Agency and the annual 1099-R tax document will be mailed.

Section Three: If the payee's benefit payment is directly deposited in his or her bank account each month, you may skip this section of the form.

Only if the payee's benefit payment is not directly deposited in his or her bank account each month, provide the payee's new check mailing address. This is the address to which the payee's check will be mailed each month.

Section Four (Part 1): The payee or the payee's authorized Power of Attorney (POA) must sign and date the form in the spaces provided. If this form was signed by a POA, check the box.

Section Four (Part 2): If someone, including the POA, assisted the payee in completing the contents of this form, provide the name, telephone number and email address of the person who assisted the payee. This person also must sign and date the form.

IMPORTANT NOTES

1. This form may **not** be used by active employees and members of the System to change their address on file with the Agency. Active employees and members must change their address through their employer.
2. If your benefit payment is directly deposited into your bank account each month, this form **will not** change the address of the financial institution to which your benefit is deposited. If you need to change the bank account to accept your direct deposit, you must complete a *Direct Deposit—Electronic Funds Transfer Sign-Up Form* (Form 85). This form is available online at the Agency's website at sra.maryland.gov or by calling 410-625-5555 or toll-free 1-800-492-5909.