



## Retiree and Inactive Contact Information Form

Complete, sign, and mail or upload this **original form** to ERSGA, along with a copy of a clear, legible **valid photo identification**. Do not email. Changes are not valid until received by ERSGA. If you are an active member, contact your employer's Human Resources department to update your address.

### Section 1: Personal Information and New Address

#### Your Information

<p>First Name _____</p> <p>Middle Initial _____</p> <p>Last Name _____</p> <p>Last 4 of SSN _____</p> <p>Date of Birth _____ <small>(mm/dd/yyyy)</small></p>	<p>Mailing Address _____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p>Home Phone _____</p> <p>Cell Phone _____</p> <p>Email _____</p>
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### Section 2: Signature & Acknowledgement

For faster service, you can change your address online by logging in to your account at [ers.ga.gov](http://ers.ga.gov).

I acknowledge:

- I am a retiree or inactive member
- I have attached a clear, legible copy of a valid photo ID

\_\_\_\_\_  
Signature (handwritten)

\_\_\_\_\_  
Date

**Online:** To use this form, complete, sign, and upload, along with a legible copy of a **valid photo identification**. The ID number, name, date of birth, and expiration date must be clear and legible. Valid photo identification is one of:

- A Georgia Driver's License
- U.S. passport ID, U.S. military photo ID, or tribal photo ID
- Any state or federal government-issued photo ID, including a free ID Card issued by your county registrar's office or the Georgia Department of Driver Services (DDS)

Upload by scanning the documents (use a home scanner or mobile app), log in to your ERSGA account at [ers.ga.gov](http://ers.ga.gov), and click on the *File Upload* link. Allow two business days after uploading a document for it to be available to ERSGA staff.

**Mail:** Complete, sign, and mail this **original form** along with a copy of a clear, legible **valid photo identification** to:

ERSGA  
Two Northside 75, Suite 300  
Atlanta, GA 30318-7778