

How to Update Your Home Address

It's important to ensure your home address is current in the City of Oakland's system, as the home address listed in our system is used for payroll and employee benefit purposes. Follow the steps listed below to update your home address in both the City's system and CalPERS system.

Updating Your Home Address

1. **Update your address in the City of Oakland's Payroll/HRIS system** - Work with your **departmental payroll reporter** to update your home address in the City of Oakland's Payroll/HRIS system.
2. **Update your address in the CalPERS system**
 - a. Complete and submit the CalPERS Address Change form.
 - b. Submit your completed form to Nhan Hua at NHua@oaklandca.gov

California Public Employees' Retirement System

Address Change Authorization

Section 1
Participant Information

Please include your first name, middle initial and last name.

 Participant's Full Name

 Social Security Number or CalPERS ID

Change Requested

- Update my address for mailing my checks or direct deposit slip
- Change my physical address
- Change my address for mailing other information

Section 2
New Address Information

Please fill in your correct mailing address.

 In Care of (if applicable)

If you have health coverage through CalPERS your mailing address cannot be a P.O.Box

 Address

*If you are changing to a foreign address please provide Province/Territory and Country

_____	_____	_____	_____
P.O. Box	City	State	Zip Code

_____	_____
Province/Territory*	Country*

Please include country code if using a foreign telephone number

 Telephone Number

Section 3
Required Signature

Signature and Date are required

 Acknowledgement:

I am a Guardian/Conservator or have Power of Attorney for the person entitled to the allowance. (A copy of Guardian/Conservators/Power of Attorney papers must be on file with CalPERS before an address change will be completed.)

 Signature

 Date (mm/dd/yyyy)

Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used for administration of Board duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to comply may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

Social Security Numbers

Social Security numbers are collected on a mandatory and voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

Your Rights

You have the right to review your membership files maintained by the System. For questions about this notice, our Privacy Policy, or your rights, please write to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811 or call us at **888 CalPERS** (or **888-225-7377**).