



Building your financial future

Address Change Form

DIRECTIONS

This form is for retirees or former employees who would like to update their address.

Current employees can log in to RAPIDS Employee Self Service or contact the Department of Human Resources.

STEP 1

Please fill out your form, typed or printed in ink, and remember to sign.

If this is a RRS ONLY update, consider making this change online using RAPIDS Retiree Self Service.

STEP 2

Submit your form...

...during our walk-in hours, Monday thru Friday, 10AM-12PM and 1PM-3P, with a photo ID

or

...by mailing your form to:
Richmond Retirement System
730 E. Broad Street, Suite 900
Richmond, VA 23219

STEP 3

Forms are processed the 15th of each month.

THANK YOU!

RRS USE ONLY

Date Processed: _____

Reviewed By: _____

ID Verified: _____

Form revised November 2017

PART A. MEMBER INFORMATION

Member Name

Social Security #

Phone Number

Email Address

PART B. ADDRESS

OLD ADDRESS:

NEW ADDRESS:

PART C. CITY / COUNTY FOR NEW ADDRESS

City of Richmond, Virginia Henrico County, Virginia

Chesterfield County, Virginia Other: _____

PART D. TYPE OF UPDATE

RRS ONLY

RRS + CIGNA

EFFECTIVE DATE FOR ALL CHANGES:

PART E. CERTIFICATION

I hereby authorize the RRS to change my address.

I am the member

I am a Power of Attorney or guardian, and documentation is attached

Signature

Date