



# Change in NMERB Records


Member to send completed form to location below

Please print clearly and complete with black or blue ink only.  
Your changes will be rejected if there is any whiteout on this form.

## COMPLETED BY MEMBER

I am a/an (check one):  Active member  Retired member  Inactive member  Beneficiary

Name (First, Middle, Last)	Last 4 digits of your SSN XXX-XX-
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 X \_\_\_\_\_

Member's signature Date (mm/dd/yyyy)

### Address Change/Correction

Address  Permanent  Mailing Please check if applicable:  International/APO/FPO/DPO

\_\_\_\_\_

City	State/Province	Zip/Postal code	Foreign country
_____	_____	_____	_____

Home phone	Cell phone	Email	Effective date (mm/dd/yyyy)
_____	_____	_____	_____

### Marital Status Change/Correction (additional action required – see Instructions)

Current marital status:  Married  Divorced  Widowed Effective date (mm/dd/yyyy): \_\_\_\_\_

Previous marital status:  Never married  Married  Divorced  Widowed

### Name Change/Correction (additional action required – see Instructions)

Name (First, Middle, Last)

Current \_\_\_\_\_

Previous \_\_\_\_\_

### Social Security Number Change/Correction (additional action required – see Instructions)

Current \_\_\_\_\_ Previous \_\_\_\_\_



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## INSTRUCTIONS

### Address change/correction

1. If you are retired, the NMERB must receive your change of address by the 10<sup>th</sup> of the month in order to become effective the same month. Requests received after the 10<sup>th</sup> of the month, will become effective the following month.
2. By supplying the NMERB with your Email you are agreeing to receive emails from the NMERB. Your Email will not be shared or sold.

### Marital status change/correction

3. You must include a photocopy of your marriage certificate, court order or divorce decree stating your legal marital change. Review your NMERB beneficiary designation as you may need to update it.
4. A divorce does not automatically remove your former spouse as your plan beneficiary. Fill out and submit a new *Beneficiary Designation* to make changes.

### Name change/correction

5. You must include a photocopy of your valid, unexpired driver's license, passport, marriage certificate, court order or divorce decree stating your legal name change.

### Social Security Number change/correction

6. You must include a photocopy of your valid, unexpired driver's license, passport, and Social Security card issued with your updated information.

### General

7. If you are unable to submit this request electronically, please mail your completed paper form to the address below.
8. Please keep a copy of this document for your records.