



**PEABODY RETIREMENT OFFICE**  
24 LOWELL STREET  
CITY HALL – ROOM 6  
PEABODY, MA 01960

### CHANGE OF ADDRESS FORM

Please advise the Peabody Retirement Board as soon as possible for any change in your mailing address (whether the change is permanent or temporary). We can not accept address changes over the telephone. You should mail or fax this information as soon as possible. Even if you are retired on direct deposit, other documents are sent which can not be forwarded. (1099R, statements etc.)

If you have a temporary residence for a few months each year, i.e. winter in Florida, please provide us with the dates you will be at each address.

**NAME** \_\_\_\_\_ **SOCIAL SECURITY NUMBER** \_\_\_\_\_  
(Please print)

**OLD ADDRESS** \_\_\_\_\_  
(Number and street – and/or P.O. Box)  
\_\_\_\_\_  
(City/town) (state) (zip code)  
(\_\_\_\_\_) \_\_\_\_\_  
(area code and phone number)

**NEW ADDRESS** \_\_\_\_\_  
(Number and street – and/or P.O. Box)  
\_\_\_\_\_  
(City/town) (state) (zip code)  
(\_\_\_\_\_) \_\_\_\_\_  
(Area code and phone number)

**Please record my new address as:** (check one)

\_\_\_\_\_ **PERMANENT CHANGE**

I wish to receive mail at this address

Beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_

and continue until further notice.

\_\_\_\_\_ **TEMPORARY CHANGE**

I wish to receive mail at this address from

\_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

After this time, send my mail to my permanent address.

**Recipient's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This form may be signed by a Power of Attorney, Guardian or Conservator as long as a copy of the legal document is on file with the Peabody Retirement Board.