

# MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS



## Change of Address or Name Form

Your Social Security Number:

\_\_\_XXX\_\_\_ - \_\_\_XX\_\_\_ - \_\_\_\_\_

**Please print clearly:**

Name: \_\_\_\_\_  
Last First Middle Initial

FORMER Name, if reporting name change: \_\_\_\_\_  
▲ Legal documentation for name change must be attached ▲

New Home Address: \_\_\_\_\_  
Street Name

County City State Zip

New Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

SIGNATURE OF ANNUITANT: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please return the completed form to:*

**Montgomery County Employee Retirement Plans  
101 Monroe Street, 15th floor  
Rockville, MD 20850  
phone: 240-777-8230 fax: 301-279-1424**

**IMPORTANT! Please refer to the additional information shown on the back of this form.**

## Important notes

- *If you are moving out of the state of Maryland and have completed a change of address form:*
  - By submitting the completed form we will stop withholding Maryland State tax from your monthly retirement payment. As we do not withhold state taxes for states other than Maryland, we advise you to contact your tax or financial advisor as you may need to make estimated tax payments to your new state of residence.
- *If you are moving into the state of Maryland and have completed a change of address form:*
  - You will need to complete the Maryland State tax withholding form MW 507P. You may obtain a copy of this form by:
    - Visiting our website at:  
[http://www.montgomerycountymd.gov/mcerp/ers/taxes\\_retired.html](http://www.montgomerycountymd.gov/mcerp/ers/taxes_retired.html)
    - [taxes\\_retired.html](http://www.montgomerycountymd.gov/mcerp/ers/taxes_retired.html) or calling 240-777-8230
- *You should contact the Office of Human Resources – Group Insurance at 240-773-6471 to determine if your move may impact your insurance benefits.*