



## Retiree or Inactive Change of Address Form

Complete, sign, and mail or upload this **original form** to ERSGA, along with a copy of a clear, legible **valid photo identification**. Do not email. Changes are not valid until received by ERSGA. If you are an active member, contact your employer's Human Resources department to update your address.

### Section 1: Personal Information and New Address

#### Your Information

First Name	_____	Mailing Address	_____
Middle Initial	_____	City	_____
Last Name	_____	State	_____
SSN	_____	Zip	_____
Date of Birth	_____	Phone	_____
	(mm/dd/yyyy)	Email	_____

### Section 2: Signature & Acknowledgement

For faster service, you can change your address online by logging in to your account at [ers.ga.gov](http://ers.ga.gov).

I acknowledge:

- I am a retiree or inactive member
- I have attached a clear, legible copy of a valid photo ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Online:** To use this form, complete, sign, and upload, along with a legible copy of a **valid photo identification**. The ID number, name, date of birth, and expiration date must be clear and legible. Valid photo identification is one of:

- A Georgia Driver's License
- U.S. passport ID, U.S. military photo ID, or tribal photo ID
- Any state or federal government-issued photo ID, including a free ID Card issued by your county registrar's office or the Georgia Department of Driver Services (DDS)

Upload by scanning the documents (use a home scanner or mobile app), log in to your ERSGA account at [ers.ga.gov](http://ers.ga.gov), and click on the *File Upload* link. Allow two business days after uploading a document for it to be available to ERSGA staff.

**Fax:** Complete, sign, and fax this form, along with a copy of a clear, legible **valid photo identification** and any other documentation to: 404.350.6308 or 404.350.6310

**Mail:** Complete, sign, and mail this **original form** along with a copy of a clear, legible **valid photo identification** to:

ERSGA  
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