



ADDRESS CHANGE FORM

Ver. 02/01/2021

Name:	Employee#:
E-mail:	SSN (last 4): XXX-XX-
Contact Phone#:	Date of Birth:

Street Address: _____

City, State, Zip: _____

Home Phone#: _____ **Work Phone#:** _____

Cell Phone#: _____

IMPORTANT

1. Active Members – Updating your address with the Pension Office does not update your address with the Houston Police Department. So when updating your address in the future make sure to update your address with both HPOPS and HPD.
2. Retired Members – The change of address does not affect the direct deposit of your pension check. Monthly earning statements and monthly pension checks that are not electronically deposited will be sent to the new address above. Please complete a Direct Deposit form if your banking information needs to be updated. **Please note that HPOPS does not have authority to change your contact information with either the City or the HPOU so you must also update your contact information with the City and the HPOU for purposes of administering your insurance benefits.**
3. Email Address Update – Use the HPOPS Web site to update your email address. You can do so by registering for the first time or if you are already registered, login and change your email address by clicking on your name and selecting Contact Info.

Signature: _____

Date: _____

Return Completed Form to:
Houston Police Officers' Pension System
602 Sawyer Street #300
Houston, TX 77007

Or Fax Form to:
(713) 869-7657

Questions:
(713) 869-8734
www.hpops.org
info@hpops.org