



# ADDRESS CHANGE FORM

Ver. 05/18/2009

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

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**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.
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 under “My Profile”.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**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