

RETIREE UPDATE FORM
Frederick County Public Schools
Frederick, Maryland

Retirees you should use this form to notify FCPS of changes to your name and contact information. Complete the following boxes, check all changes that apply, make your changes, and send completed form to Human Resources.

Effective Date of Change

Requested Change:

Name Address Phone Number Marital Status

INSTRUCTIONS:

1. Changes in Marital Status may require changes to tax information and may require changes to Benefits elections. Please contact the Benefit Office at 301-644-5052 to discuss benefit elections. ***Please include a copy of your marriage certificate, divorce decree or court document identifying the changes.***
2. Please remember to notify the Maryland State Retirement Agency (MSRA) of all changes.

Marital Status: Married Single (including divorced and widowed)

Legal Name:

Last Name First Name Middle Name Suffix

Birth Certificate Name:

Last Name First Name Middle Name Suffix

Address:

Street City State Zip Code

Home Phone Cell Phone Personal Email

Signature: _____ Date: _____

HR Action Completed (initials/date):