



Retiree Change of Address Form

Active Employees: Log onto [PeopleSoft Self Service](#) to change your address directly under *Personal Information*

Employee ID Number	
Full Name (First, MI, Last)	
Home Phone Number (10-digits)	
Cell Phone Number (10-digits)	
Preferred Email Address	

Home: Provide old address below:

.....
.....
.....
City State Zip Code

Check this box if Mailing address is same as above

Mailing: Provide old address below:

.....
.....
.....
City State Zip Code

Home: Provide new address below:

.....
.....
.....
City State Zip Code

Check this box if Mailing address is same as above

Mailing: Provide new address below:

.....
.....
.....
City State Zip Code

.....
**Signature of Employee / Retiree /
Surviving Spouse / POA**
Please circle off appropriate option for signature

.....
Today's Date

.....
Print Name of Above Signature

.....
Telephone number of the individual signing the form

.....
Return the completed form by:

Email (Preferred): HR_EmployeeBenefits@panynj.gov - **Subject Line:** Address Change

Mail: The Port Authority of NY&NJ, 4 World Trade Center, 150 Greenwich Street, Floor 16,
New York, NY 10007 **Attention:** Benefits Customer Care & Solutions - Address Change

Note: Please be advised, Retirees must separately notify NYSLRS/RRB about your change of address.
[NYSLRS](#): Toll-free at 1-866-805-0990 ; [RRB](#): Toll-free at 1-877-772-5772