

## Personal Information Change Form

Please print • See attached guide for details • Retain a copy for your records

### 1. Update your information

Enter all information requested below. If any of it is different than what MERS currently has on record, we will update it to what you provide us here.

Last name*	First name*	MI	Social Security Number*
Mailing address*		Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (mm/dd/yyyy)*
City*	State*	Zip code*	Daytime contact phone (area code and number)
Email address			Alternate phone (area code and number)
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married	Spouse first name	Spouse last name	
Spouse Social Security Number		Spouse date of birth (mm/dd/yyyy)	

### 2. Use this section ONLY for name change

**Name change:** Indicate reason for name change below and include appropriate certification

- Marriage** - Include copy of marriage certificate (remember to update your Beneficiary Form)
- Divorce** - Include a complete copy of judgment of divorce (remember to update your Beneficiary Form)
- Other** - Include copy of legal documentation of name change

New name	Previous name on record
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### 3. Signature

Participant signature*	Date (mm/dd/yyyy)*
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\* Required field

#### Submitting this form:

- If you are an active member:

**Please give it to your current employer**

Employer: Retain a copy for your records and submit a copy to MERS.

- If you are no longer with the employer:

**You can submit this form online!** 

If you already have a myMERS account, you can upload this form online. Look for the **File Upload** to easily and securely submit completed forms.

You may also mail completed form to:

**MERS of Michigan**  
1134 Municipal Way  
Lansing, MI 48917