

View/Change Mailing Address

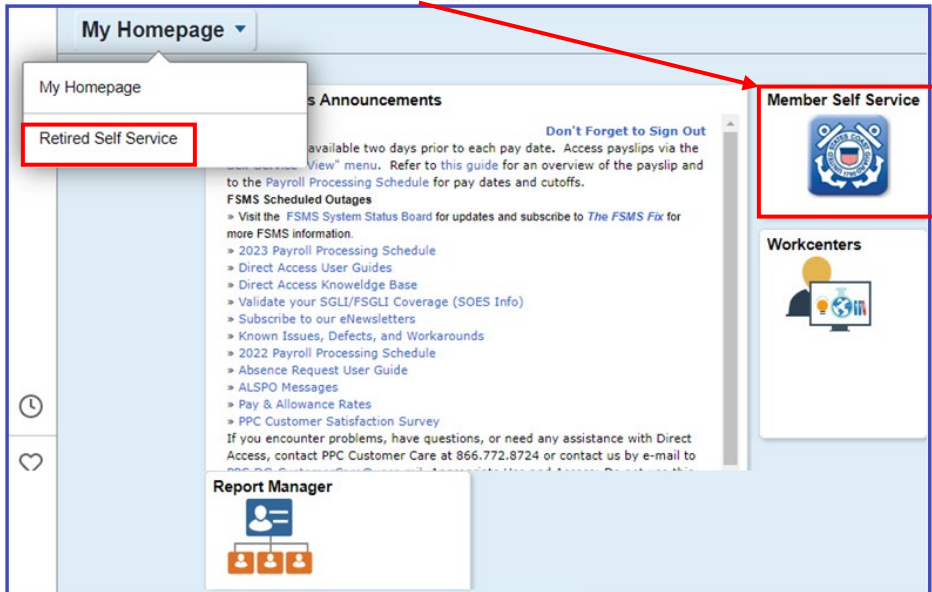
Introduction This guide provides the procedures for a Retiree, Annuitant, or Former Spouse to update their mailing address in Direct Access (DA).

Information There are a couple of things to keep in mind when updating your mailing address:

- The changing of your mailing address only affects the mailing of paper pay slips, 1099Rs, paper checks, and the Retiree Newsletter. If you need to change your state of legal residence or state tax withholding, you will need to contact PPC Customer Care at 1-866-772-8724 or 785-339-2200.
- If changing your address to a foreign mailing address, you will have to contact PPC Customer Care at the numbers above.

Additional Information Log into DA Self Service at [Direct Access Self Service](#).

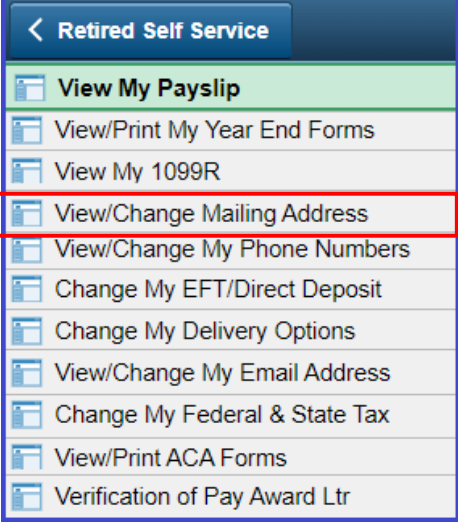
Procedures See below.

Step	Action
1	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 

Continued on next page

View/Change Mailing Address, Continued

Procedures,
continued

Step	Action
1.5	<p data-bbox="326 457 860 491">Select the Change My Mailing Address.</p>  <p>The screenshot shows a web interface for 'Retired Self Service'. At the top is a dark blue header with a left-pointing arrow and the text 'Retired Self Service'. Below this is a list of menu items, each with a document icon on the left. The items are: 'View My Payslip' (highlighted in green), 'View/Print My Year End Forms', 'View My 1099R', 'View/Change Mailing Address' (highlighted with a red border), 'View/Change My Phone Numbers', 'Change My EFT/Direct Deposit', 'Change My Delivery Options', 'View/Change My Email Address', 'Change My Federal & State Tax', 'View/Print ACA Forms', and 'Verification of Pay Award Ltr'.</p>

Continued on next page

View/Change Mailing Address, Continued


Procedures,
continued

Step	Action															
2	<p>The Mailing Address page will display. To update the mailing address, click Edit to make changes.</p> <p>Note: If the mailing address is correct, simply click the House icon in the upper right corner of Direct Access to return to the Self Service menu (Step 6).</p> <div data-bbox="326 600 1370 1209" style="border: 1px solid black; padding: 5px;"> <p>Mailing Address</p> <p>Clark Kent</p> <table border="1" data-bbox="334 722 1362 856"> <thead> <tr> <th colspan="5" style="background-color: #e0e0e0;">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Mailing</td> <td>Current</td> <td>USA</td> <td>1830 FARM RD SMALLVILLE KS 66555</td> <td style="border: 2px solid red;">Edit</td> </tr> </tbody> </table> <p>* Changes to mailing address will NOT change your state of legal residence for state tax reporting purposes. If you want to change your state of legal residence for tax purposes, after updating your mailing address, click the Change My Federal & State Tax link, then the State Tax Information link, and record your new state of legal residence in the State of Residence field.</p> <p>* For changes from a U.S. address to a foreign address, please contact a PPC (RAS) technician for assistance.</p> <p>Phone: 1-800-772-8724</p> </div>	Addresses					Address Type	Status	Country	Address	Edit	Mailing	Current	USA	1830 FARM RD SMALLVILLE KS 66555	Edit
Addresses																
Address Type	Status	Country	Address	Edit												
Mailing	Current	USA	1830 FARM RD SMALLVILLE KS 66555	Edit												
3	<p>Overtype the current information with the new mailing address. Enter the address using ALL CAPS with NO punctuation and NO special characters. It is also recommended to abbreviate wherever possible (i.e. Street = ST).</p> <div data-bbox="326 1360 1370 1766" style="border: 1px solid black; padding: 5px;"> <p>Edit Mailing Address</p> <p>Country: United States</p> <p>Address 1: <input type="text" value="1234 SKYLINE DR"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text" value="METROPOLIS"/> State: <input type="text" value="New York"/> Postal: <input type="text" value="13131"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>* Once saved, your mailing address change will be effective for payment you receive on May 31, 2019. Pay slips or pay checks sent for this payment date will be delivered to the address you specify and save. This address change will also be effective for the delivery of your 2019 1099-R year-end tax forms.</p> </div>															

Continued on next page

View/Change Mailing Address, Continued

Procedures,
continued

Step	Action										
4	<p>Once all the information has been entered, click Save.</p> <p>Note: Changes will generally take effect the 1st day of the following month.</p> <div data-bbox="326 541 1372 947" style="border: 1px solid black; padding: 5px;"> <p>Edit Mailing Address</p> <p>Country: United States</p> <p>Address 1: <input type="text" value="1234 SKYLINE DR"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text" value="METROPOLIS"/> State: <input type="text" value="New York"/> Postal: <input type="text" value="13131"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p><small>* Once saved, your mailing address change will be effective for payment you receive on May 31, 2019. Pay slips or pay checks sent for this payment date will be delivered to the address you specify and save. This address change will also be effective for the delivery of your 2019 1099-R year-end tax forms.</small></p> </div>										
5	<p>The Mailing Address page will be re-displayed with the updated mailing address.</p> <div data-bbox="326 1020 1279 1577" style="border: 1px solid black; padding: 5px;"> <p>Mailing Address</p> <p>Clark Kent</p> <p>Addresses</p> <table border="1" data-bbox="334 1136 1271 1251"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Mailing</td> <td>Current</td> <td>USA</td> <td>1234 SKYLINE DR METROPOLIS NY 13131</td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p><small>* Changes to mailing address will NOT change your state of legal residence for state tax reporting purposes. If you want to change your state of legal residence for tax purposes, after updating your mailing address, click the Change My Federal & State Tax link, then the State Tax Information link, and record your new state of legal residence in the State of Residence field.</small></p> <p><small>* For changes from a U.S. address to a foreign address, please contact a PPC (RAS) technician for assistance.</small></p> <p>Phone: 1-800-772-8724</p> </div>	Address Type	Status	Country	Address	Edit	Mailing	Current	USA	1234 SKYLINE DR METROPOLIS NY 13131	<input type="button" value="Edit"/>
Address Type	Status	Country	Address	Edit							
Mailing	Current	USA	1234 SKYLINE DR METROPOLIS NY 13131	<input type="button" value="Edit"/>							
6	<p>To return to the Self Service Menu, click the House icon in the upper right corner of Direct Access.</p> <div data-bbox="326 1688 1372 1759" style="border: 1px solid black; padding: 5px;">  </div>										