

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 814
Policy: Pensioner Addresses
Eff. Date: 11/09/99 02/23/12 03/25/15 04/27/22 06/27/25
Ref: Board Minutes

POLICY:

Every pensioner shall provide the pension office with a valid mailing address for mailing of pension checks (or advice notices if direct deposited), correspondence, verification questionnaires, insurance information, election information, and other information as necessary.

Address changes shall be either made in writing, with an original signature of the pensioner, or via MemberDirect. Change of address requests received via MemberDirect will only be accepted if the pensioner has direct deposit on file and does not receive a paper check.

It is the responsibility of the pensioner to keep the correct and current address on file with the pension office. Retiree Change of Address forms are available by calling the pension office. Additionally, a written letter with an original signature of the pensioner can be used in lieu of an address change form.

Address changes must be received in the pension office no later than the 15th of each month in order to take effect for pension checks or advice notices being mailed at the end of that month.

Pension checks and advice notices are not forwarded by the U.S. Postal Service, and those envelopes are marked "Do Not Forward." Election information and ballots are not forwarded by the U.S. Postal Service, and those envelopes are marked "Return Service Requested."

If a pensioner fails to provide the pension office with a valid address, then pension check(s) (including direct deposits) will be held by the pension office until a valid address is provided.