

SBCERA requires that name changes be made in writing. Keep in mind that the contact information SBCERA has on file for you is referenced when communicating with you about your account.

**Note: This form cancels and replaces your name on file.**

- If you would like to change your address, you must also submit an Address Change form.
- If you would like to change your Direct Deposit Instructions, you must also submit a Direct Deposit Authorization form.
- If you are submitting this form as a conservator or attorney-in-fact, you are required to submit the documentation that provides such authority (if not on file).

### Active Members

**Do not use this form if you are an Active Member.** You are considered an Active Member if you are currently working for a participating active employer. All Active Member address or name changes are processed through your employer. Updates made through your employer will be transmitted to SBCERA.

### Required Documents

You must attach a court order, dissolution judgment, or marriage certificate (if applicable) to change your name with SBCERA. If you do not include the appropriate documentation, we will be unable to process your request and your form will be rejected.

## Section 1 Information About You

For security and identification purposes, we **require your SBCERA ID number or the last four digits of your SSN.**

Your SBCERA identification number can be accessed in your mySBCERA account.

<b>SBCERA ID or Last Four Digits of SSN</b>	
<b>Phone Number</b>	<b>Email Address</b>

## Section 2 Name Change

You must attach the **required documents** mentioned above. **If you do not include the appropriate documentation, we will be unable to process your request and your form will be rejected.**

<b>Former Last Name</b>	<b>Former First Name</b>	<b>Former Middle Initial</b>
<b>New Last Name</b>	<b>New First Name</b>	<b>New Middle Initial</b>

## Section 3 Member Certification

**This form will be rejected if this section is not complete.**



I hereby request SBCERA to update my name to my account as it is written above.	
<b>X</b> _____	_____
<b>Signature of Member</b>	<b>Date</b>