






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="331 555 1385 958" 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="331 1032 1385 1648" style="border: 1px solid black; padding: 5px;"> <p>Mailing Address</p> <p>Clark Kent</p> <table border="1" data-bbox="339 1151 1377 1285"> <thead> <tr> <th colspan="5">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>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>	Addresses					Address Type	Status	Country	Address	Edit	Mailing	Current	USA	1234 SKYLINE DR METROPOLIS NY 13131	<input type="button" value="Edit"/>
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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="331 1760 1385 1827" style="border: 1px solid black; padding: 5px;">      </div>															