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.
- You will have to contact PPC Customer Care at 1-866-772-8724 or 785-339-2200 for any address changes which involve a foreign address.

Additional Information

Log into DA Self Service at Direct Access Self Service.

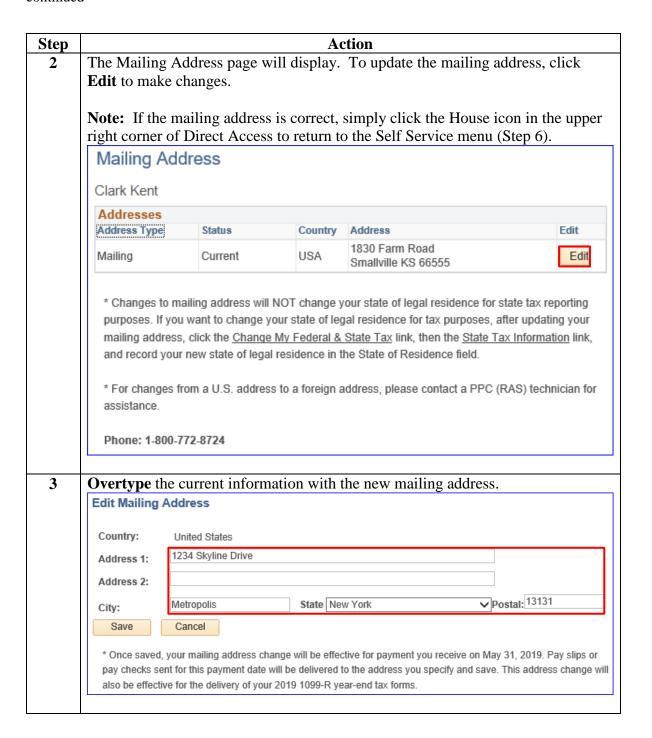
Procedures

See below.

Step Action Select View/Change Mailing Address. 1 **Note:** Some Retirees may have more than one user access; in which case, you will need to select the **Self Service** tab to view the Self Service menu. Requests 🏶 My Page Self Service Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former wetcome to Jinet Access in Sen Service for Neutrees, Annulanns, and ormer Spouses, You can use Self-Service to perform the functions listed below. If you encounter problems, contact PPC at 1-866-772-8724. 2018 1099R/1095 forms: Click the "View/Print My Year End Forms" link to access them. Here are instructions for updating your "electronic" consent status" Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options. View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms. View My Payslip This link will take you to a list of all available payslips to view and/or download. View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or downlo View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to Change My EFT/Direct Deposit View/Change My Phone Numbers This link will take you to view and/or change your EFT/Direct Deposit. Self-service users will use this link to view, add, or update their phones numbers. Change My Delivery Options This link will allow you to change delivery options for communications. Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions. View/Change My Email Address Change My Password This link will take you to view and/or change your email addresses stored in the Retired Payroll system. This link will allow you to change your password and set your Forgot Password security question/answer. View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries Change My Federal & State Tax Review or change your W-4 information View/Print ACA Forms View/Print ACA Forms

View/Change Mailing Address, Continued

Procedures, continued



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