

Mailing Address

Introduction

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

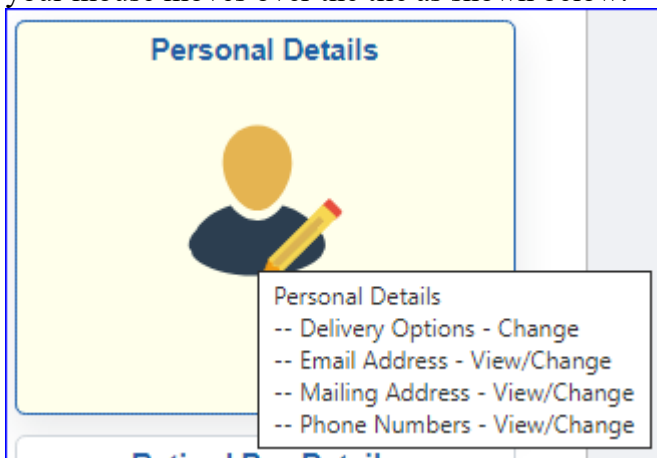
Information

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.
-

Changes to Direct Access Homepage

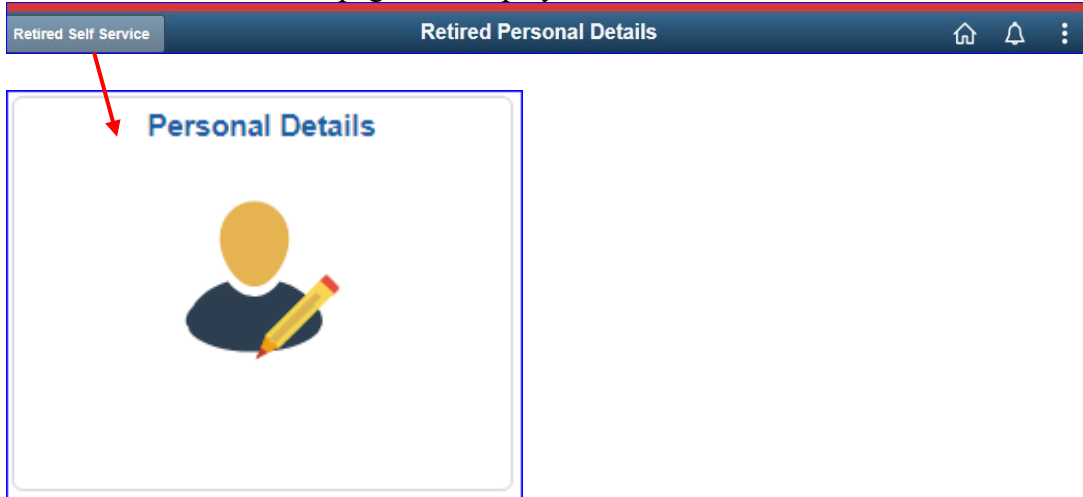
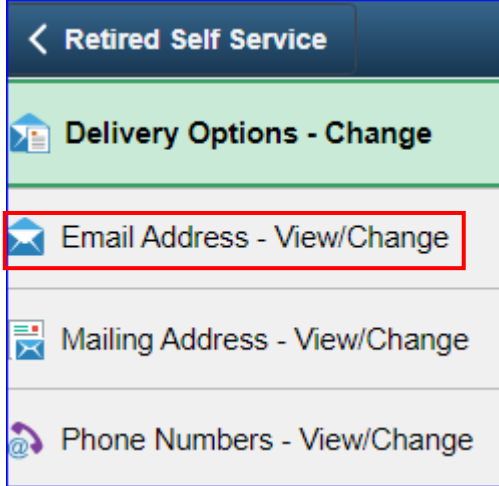
You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



Continued on next page

Mailing Address, Continued

Procedures See below.

Step	Action
1	<p>Log into DA Self Service at Direct Access Self Service. The Retiree Self Service page will display. Click on the Personal Details tile.</p>  <p>The screenshot shows the 'Retired Self Service' header with a 'Retired Personal Details' sub-header. Below this is a large tile labeled 'Personal Details' with a person icon and a pencil, indicating an edit function. A red arrow points to the 'Personal Details' text on the tile.</p>
2	<p>Select the Mailing Address – View/Change option.</p>  <p>The screenshot shows a list of options under the 'Retired Self Service' header. The options are: 'Delivery Options - Change', 'Email Address - View/Change' (highlighted with a red box), 'Mailing Address - View/Change', and 'Phone Numbers - View/Change'.</p>

Continued on next page

View/Change Mailing Address, Continued

Procedures,
continued

Step	Action															
3	<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><h3>Mailing Address</h3><p>Clark Kent</p><table><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><tr><td>Mailing</td><td>Current</td><td>USA</td><td>1830 FARM RD SMALLVILLE KS 66555</td><td>Edit</td></tr></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												
4	<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><h3>Edit Mailing Address</h3><p>Country: United States</p><p>Address 1: 1234 SKYLINE DR</p><p>Address 2:</p><p>City: METROPOLIS State New York Postal: 13131</p><p>Save 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															
5	<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><p>Edit Mailing Address</p><p>Country: United States</p><p>Address 1: 1234 SKYLINE DR</p><p>Address 2:</p><p>City: METROPOLIS State New York Postal: 13131</p><p>Save 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>															
6	<p>The Mailing Address page will be re-displayed with the updated mailing address.</p> <div><p>Mailing Address</p><p>Clark Kent</p><table><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><tr><td>Mailing</td><td>Current</td><td>USA</td><td>1234 SKYLINE DR METROPOLIS NY 13131</td><td>Edit</td></tr></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	1234 SKYLINE DR METROPOLIS NY 13131	Edit
Addresses																
Address Type	Status	Country	Address	Edit												
Mailing	Current	USA	1234 SKYLINE DR METROPOLIS NY 13131	Edit												

Continued on next page

Mailing Address, Continued

Procedures,
continued

Step	Action
7	<p>To return to the Self Service Menu, click the House icon in the upper right corner or the Retired Self Service back arrow.</p> 