

**Church/Employing Organization Address and Contact Information Change**

Use this form to change or correct the church or employing organization's

- Address
- Email Address
- Telephone Number
- Billing Contact Information

Please provide an effective date of the change. If no date is provided, the effective date will be the date received at the Board.

Effective Date *(Note: future dates should not exceed two months)*

**A Church/Employing Organization Information**

Name PIN

Church/Employing Organization Email

Phone Number

**B Mailing Address**

Check here if you have participants in the Retirement Savings Plan through Fidelity Investments and would like the address updated at Fidelity.

Street Address

City State ZIP

**C Billing Address** *(if different than mailing address)*

Check here if you have participants in the Retirement Savings Plan through Fidelity Investments and would like the address updated at Fidelity.

Street Address

City State ZIP

**D Billing Contact Information**

Name Title

Billing Contact Email Phone Number (      )

I confirm that the information provided is true, correct, and complete to the best of my knowledge and authorize the Board of Pensions to make these changes.

Authorized Representative Signature Date

Authorized Representative Name and Title *(Please print.)*

**Please mail or FAX this completed form to:**

The Board of Pensions of the Presbyterian Church (U.S.A.)  
2000 Market Street, Philadelphia, PA 19103-3298  
800-773-7752 (800-PRESPLAN) FAX: 215-587-6215  
Pensions.org