

OKLAHOMA TEACHERS' RETIREMENT SYSTEM  
P.O BOX 53524 - OKLAHOMA CITY, OK 73152  
405-521-2387 OR TOLL FREE 1-877-738-6365  
Fax: (405) 522-2521 - [www.ok.gov/trs](http://www.ok.gov/trs)  
Client Portal: <https://myotrs.trs.ok.gov>

**CLIENT PORTAL - CHANGE OF NAME/ADDRESS NOTIFICATION**

**CURRENT CONTACT INFORMATION:** Client ID (Q#) or SSN (last 4 digits): \_\_\_\_\_

CURRENT NAME: \_\_\_\_\_  
First Name Middle Initial Last Name

HOME MAILING ADDRESS: \_\_\_\_\_  
Street or P.O. Box # Apartment #  
\_\_\_\_\_  
City State Zip Code (\_\_\_\_\_) Daytime Phone Number

**PREVIOUS INFORMATION (Only complete applicable portions):**

**NAME CHANGE:**

PREVIOUS NAME: \_\_\_\_\_  
First Name Middle Initial Last Name

Reason for Name Change: \* \_\_\_\_\_ Effective Date: \_\_\_\_\_

\*All requests for change of name must include legal documentation (i.e. Marriage Certification, Divorce Decree...)

**ADDRESS CHANGE:**

PREVIOUS ADDRESS: \_\_\_\_\_  
Street or P.O. Box # Apartment #  
\_\_\_\_\_  
Previous City State Zip Code

**Note:**

OTRS cannot use Post Office forwarding stickers as authorization for any change of address. Requests for a change of address or change of name must be signed by the client in order to make the change to your permanent record.

If this request is signed by a LEGAL GUARDIAN or POWER OF ATTORNEY, documentation for this authority must be included with this form and will be retained in the client's permanent file. Without this documentation address or name change cannot be made.

Upon completion of the above information, please send via mail to our office. OTRS discourages sending personal information via e-mail, because e-mail is not a secure forum in which to send personal information. However, you may call or e-mail OTRS at [mail@trs.ok.gov](mailto:mail@trs.ok.gov) to verify if your address change has been received.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date