

## Reporting a Death to PSERS

To report the death of a PSERS retiree, alternate payee, survivor annuitant, or beneficiary receiving a monthly payment from PSERS, a family member or person responsible for handling your affairs should contact PSERS by calling us toll-free at 1.888.773.7748. The caller should have available the deceased's name, social security number, and date of death, as well as the name, address, and telephone number of the person PSERS should contact.

PSERS must receive a death certificate and any payments received after the date of death in order to begin the review process for the deceased member's account. Both the death certificate and any payments received should be sent to:

Public School Employees' Retirement System  
5 N 5th Street  
Harrisburg PA 17101-1905

Payments sent via wire electronic transfer and received after the date of death must also be returned to PSERS. Monthly annuity payments are made on the last business day of the month. By contacting the bank and providing notification of death prior to the last business day of the month, the bank has the opportunity to reject the payment, which will be returned to PSERS. If the payment is not rejected and returned by the bank, the estate must return the payment to PSERS.

After PSERS has received the death certificate, we will review the decedent's account and contact the beneficiary(ies) or estate and provide the necessary forms and information to close the account. This information will not be released over the phone or by email.

## Address Changes

To make changes to your address, **you must notify PSERS in writing**. Please include your name, the last four digits of your social security number, former address, new address, current telephone number, the effective date of the change, and your signature in the letter.

You may also complete a *Change of Address for PSERS Retirees* (PSRS-1301) form to change your address with PSERS. The PSRS-1301 form is located on the PSERS website under Forms.

Address changes should not be submitted any earlier than 90 days prior to the effective date of the change.

Our mailing address is –

PSERS  
5 N 5th Street  
Harrisburg PA 17101-1905

If you have named a Power-of-Attorney (POA) approved by PSERS, the POA may change your address on your behalf (provided the POA allows for this action).