



# Municipality of Monroeville Monroeville, PA 15146

## Change of Address

If you have recently moved, please complete the address change form below. Please review the checklist of items and indicate which apply to you. Ensure all applicable listed forms are completed and signed. Forms are available on the employee website: <https://intra.monroeville.pa.us/forms.htm> Completed forms can be returned to HR or Payroll.

Employee #: \_\_\_\_\_ Employee Name: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Insurance:

- MBS (Highmark, UPMC, & Dental – all the same form)
- VBA (Vision)
  - Group 2048 for Municipal & MPD
  - Group 950 for PW & Refuse
- Mission Square Retirement Health Savings (RHS)
- Standard Life Insurance
  - MPD has a specific form

### Pension:

- PMRS (Municipal)
- Janney (Police)

### Other Deductions:

- Earned Income Tax Form
- USX Federal Credit Union
- Nationwide (457 plan)
- Capital Group/American Funds (457 plan)\*
- Mission Square (457 plan)
- Aflac
- Washington National\*
- LegalShield/IDShield\*
- Tap 529\*

\*You must complete these address changes on your own. The Municipality of Monroeville is unable to make these changes for you.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date