



Changing your information with your service provider

Corebridge Financial

Address change

Active or terminated participants

Complete an [Administrative Change Form](#) and submit it to Corebridge. To obtain the form, call the Contact Center at 800.448.2542, download via online account access or visit Corebridge's State ORP website, scstateorp.corebridgefinancial.com.

Name change

Active or terminated participants

Complete an [Administrative Change Form](#) and submit it to Corebridge. To obtain the form, call the Contact Center at 800.448.2542, download via online account access or visit Corebridge's State ORP website, scstateorp.corebridgefinancial.com.

Empower

Address change

Active participants

Contact your employer to notify them of your new address. Your employer may update your address through the Plan Service Center (PSC).

You can also change your address by completing a *Personal Information Change Request*. To obtain the form, call the Participant Services Center at 866.816.4400 or log in to your account at www.empower.com/scorp to download it. After you log in, select your plan, then click on *Plan forms* in the menu on the left. Note the form must be notarized or signed by an authorized Plan Administrator.

Terminated participants

Call the Participant Services Center at 866.816.4400 to report your address change. For security reasons, multifactor authentication might be required. You can also log in to your account at www.empower.com/scorp. Select your name in the upper right corner to go to the page where you can update your address.

Name change

Active or terminated participants

Complete a *Personal Information Change Request* and submit it to Empower with supporting documentation. To obtain the form, call the Participant Services Center at 866.816.4400 or log in to your account at www.empower.com/scorp to download it. After you log in, select your plan, then click on *Plan forms* in the menu on the left. Note the form must be notarized or signed by an authorized Plan Administrator.

TIAA

Address change

Active or terminated participants

1. Update via online account access; or
2. Call the Contact Center at 800.842.2252.

Name change

Active or terminated participants

1. Update via online account access and upload supporting documents; or
2. Call the Contact Center at 800.842.2252 to request a *Name Change Form* be sent to you by mail or email.

Voya Financial

Address change

Active participants

Submit all personal information changes to your employer's Human Resources department.

Employers can submit the change via the payroll contribution file or by email to the current employer contact on the [State ORP service provider contact list](#).

Terminated/retired participants and alternate payees

1. Update via online account access;
2. Call the State ORP Retirement Service Center at 866.373.5338; or
3. Complete a [Name and Address Change Form](#) and submit it to Voya. To obtain the form, call the State ORP Retirement Service Center at 866.373.5338, download via online account access or visit Voya's State ORP website at stateorp.voya.com.

Name change

Active participants

Submit all personal information changes to your employer's Human Resources department.

Employers can submit the change via the payroll contribution file or by email to the current employer contact on the [State ORP service provider contact list](#).

Terminated/retired participants and alternate payees

1. Complete a [Name and Address Change Form](#) and submit it to Voya. To obtain the form, call the State ORP Retirement Service Center at 866.373.5338, download via online account access or visit Voya's State ORP website at stateorp.voya.com; or
2. Submit a letter to Voya that includes your name, Social Security number, address, date of birth, proof of name change and signature. Submit the letter to Voya in the same way as the [Name and Address Change Form](#).