



Retiree Update Form

Human Resources

Clear Form

Frederick County Public Schools

191 South East Street
Frederick, Maryland 21701

Form 003-F26

April 2025

Retirees you should use this form to notify FCPS of changes to your name and contact information.

Complete the following boxes, check all changes that apply, make your changes, and send completed form to Human Resources.

Effective Date of Change

Requested Change:

Name ☐ Address ☐ Phone Number ☐ Marital Status ☐

INSTRUCTIONS:

1. Changes in Marital Status may require changes to tax information and may require changes to Benefits elections. Please contact the Benefit Office at 240-586-8040 to discuss benefit elections. Please include a copy of your marriage certificate, divorce decree or court document identifying the changes.
2. Please remember to notify the Maryland State Retirement Agency (MSRA) of all changes.

Marital Status: Married ☐ Single (including divorced and widowed) ☐

Legal Name:

Last First Middle Suffix

Birth Certificate Name:

Last First Middle Suffix

Address:

Street City State Zip

Home Phone Cell Phone Personal Email

Signature: _____ Date: _____

Last four (4) digits of Social: _____

HR Action Completed (initials/date):