



# Changing your information with your service provider

## Corebridge Financial (formerly known as AIG Retirement Services)

### Address change

#### Active or terminated participants

1. Update via online account access; or
2. Complete an [Administrative Change Form](#) and submit 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](http://scstateorp.corebridgefinancial.com).

### Name change

#### Active or terminated participants

Complete an [Administrative Change Form](#) and submit 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](http://scstateorp.corebridgefinancial.com).

*Name changes are not allowed via online account access.*

## Empower Retirement (formerly MassMutual)

### 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 may 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](http://www.empower.com/scorp) to download the form. 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, multi-factor authentication may be required. You may also log in to your account at [www.empower.com/scorp](http://www.empower.com/scorp) Click your name in the upper right-hand 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 to Empower Retirement 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](http://www.empower.com/scorp) to download the form. 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.

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## 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

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## Address change

### Active participants

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

Employers may 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 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](http://stateorp.voya.com).

## Name change

### Active participants

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

Employers may 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 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](http://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 manner as the [Name and Address Change Form](#).