

Employer Information Circular

Volume 25; Issue 7

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Human Resources and Payroll Personnel

Address Updates Due by May 15, 2009

Employers Need to Submit Employees' Address File to CalSTRS

It is important that CalSTRS receive updated employee address information in order to mail communications, such as the *Retirement Progress Report*, to the appropriate address. CalSTRS requires employee address file updates from all employers in order to keep our database current and ensure that we have the members' most current addresses.

Transmit Address Update through the Secure Employer Web site (SEW)

If you have not transmitted an address file in the past six months, please transmit a file to CalSTRS through the Secure Employer Web Site (SEW) by **May 15, 2009**. Please see CalSTRS Employer Information Circular Volume 24; Issue 2 for more information on SEW.

If you have questions or experience difficulty using SEW to transmit your address file, and are unable to reach your SEW Employer Administrator, contact CalSTRS' Employer Help Line at **(916) 229-3570**. Employer Help hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m. PST. You may also e-mail your questions to Member Account Services at employerhelp@calstrs.com.

If your system is able to identify when an employees' address has been updated, please send us only those addresses that have been updated since your last address file was sent to CalSTRS. Although CalSTRS requires address updates from employers, we know your employees may move and fail to inform you of their new address. CalSTRS will continue to encourage our members to visit our Web site at www.CalSTRS.com and directly update their contact information.

If you have any questions regarding this circular, please contact your CalSTRS Member Account Services Representative.