

Employer Information Circular

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Address Updates Due Quarterly

It is important that CalSTRS maintain accurate addresses in order to mail important information to our members, such as the annual *Retirement Progress Reports*. In the past CalSTRS required employers to submit address file updates once a year.

In an ongoing effort to keep our members' addresses as current as possible, we are asking employers to submit updated address files quarterly instead of once a year.

Schedule of dates updated address files are due to CalSTRS

Please transmit an updated address file to CalSTRS through the Secure Employer Web Site (SEW) by the following dates:

- April 1
- July 1
- October 1
- January 1

If your system is able to identify when an employee's address has been updated, please send us only the 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 continues to encourage our members to visit *myCalSTRS* and directly update their contact information.

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 877-277-5778 or e-mail your questions to employerhelp@calstrs.com.

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