

Updating Information

Name and Social Security Number Changes

Currently, PEEHIP determines a member's name for insurance purposes from the [TRS FORM 100 ENROLLMENT](#) form, or the [HEALTH INSURANCE AND OPTIONAL ENROLLMENT APPLICATION](#). In the near future, PEEHIP will be updating names from information received from the Social Security office. Therefore, the name on all insurance and TRS forms must be the same as the name on the Social Security card.

PEEHIP requires a copy of the member's Social Security card before a name or Social Security number change can be made. Also, active employees must provide a correct Social Security card to their employer to correct their TRS and PEEHIP accounts.

Address Changes

To change an address, you must notify PEEHIP in writing or the preferred method to update your address is to use the secure online process. To change your address online, go to the RSA Web site at www.rsa-al.gov and make an address change. Select the [Member Online Services](#) option on the left side of the home page and follow the instructions. This address change will automatically transmit to the insurance carriers and also update your address with the Teachers' Retirement System and RSA-1 if you are a participant in those accounts. However, the address change you make through the RSA online system will not change your address with your employer. You must contact your employer to have your address changed in their system.

To change your address in writing, you should complete an [ADDRESS CHANGE NOTIFICATION](#) form which can be downloaded from the RSA Web site. PEEHIP will also accept a letter with the old address, new address, insured's name and Social Security number.

The PEEHIP department cannot accept an address change by phone. All address changes should be made online or on the address change cards provided by the U.S. Postal Service or the ADDRESS CHANGE NOTIFICATION form provided by the RSA. The card must then be mailed to PEEHIP for the actual change to occur.