



Delaware River and Bay Authority  
Retiree – Change Request Form

I confirm that I am retired from service with the Delaware River and Bay Authority and understand that it is my responsibility to keep the Authority informed of certain changes in my address and status. At this time, I need to request the following change of information on my personnel records.

Retiree Name: \_\_\_\_\_

Retiree Date of Birth: \_\_\_\_\_ Last Four (4) Digits of Retiree Social Security Number: \_\_\_\_\_

Please check  the areas that require an update and provide the information requested.

**Change of Address (Contact Information) > Effective Date:** \_\_\_\_\_

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State / Zip Code: \_\_\_\_\_ / \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

[Check here  if we may contact you via email and save paper and postage.](#)

**Change of Marital Status: Submit copy of marriage certificate, divorce decree, or death certificate, as appropriate.**

Date of Marriage: \_\_\_\_\_  Date of Divorce: \_\_\_\_\_  Date of Spouse's Death: \_\_\_\_\_

Spouse's Full Name (First, Last): \_\_\_\_\_

Spouse's Date of Birth: \_\_\_\_\_

**Change of Name > Effective Date:** \_\_\_\_\_

Previous Name: \_\_\_\_\_ New Name: \_\_\_\_\_

**Change of Beneficiary:** You may call or email the Benefits Office to request a Beneficiary Change form and instructions.

**Change of Tax Withholding or Direct Deposit Instructions in connection with Pension Annuity Payments:**

You may call or email the Benefits Office to request a W-4P form or a PNC Direct Deposit form and instructions.

**Federal Taxes:** I wish to update my Federal Withholding Taxes.  **State Taxes:** I wish to update my State Withholding Taxes.

**Direct Deposit Authorization:** I wish to update my Direct Deposit Authorization.

Retiree Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form and documentation, as appropriate, to the following address for processing. Thank you.

Mailing Address:  
Delaware River and Bay Authority  
Attn: Pension & Benefits Office  
P.O. Box 71  
New Castle, DE 19720

Benefits Office:  
Call (302) 571-6337 Fax (302) 571-6420  
Email: [betsy.dupon@drba.net](mailto:betsy.dupon@drba.net)  
Or Email: [lacey.adams@drba.net](mailto:lacey.adams@drba.net)