

Change of Address

You may do either 1 or 2 below to change your address at BNL:

1. Log in to PeopleSoft and go to Employee Self Service, Personal Information, Home & Mailing Address; click on edit and enter in your change of address and save it.
2. Print the **Change of Personal Information** form. Complete date, employee's name, life number and change of address section. Submit it to Human Resources, Records, Bldg. 400B.

To change your address for the BSA Retirement Plan and/or BSA 401(k) Plan, contact TIAA-CREF directly at (800) 842-2776.