

.01 Changes in Address - Standard Reporting

Changes in address must be reported. When a change of address is reported, update **AZTECS** with the new address as follows:

- By the close of business on the day the change is received in the correct local office.

NOTE Attach a screen print of **CAP1** to the change report to verify the address was changed.

- For the appropriate benefit month when the move is in the future.

For policy regarding effecting the change of address, see [Change of Address](#).

For policy and procedures regarding returned mail, see [Returned Mail](#).