



## How to Change your Address After you Leave CenturyLink

It is very important that you keep your personal information up-to-date with CenturyLink, even after your employment ends. Please use the below table to obtain instructions on how to update your address or personal information for each benefit listed.

<ul style="list-style-type: none"> <li>• If your address changes during the year of termination for W-2 purposes;</li> <li>• If you may have an STI payment payable the following year after you terminate;</li> <li>• If you are a Director &amp; above on severance</li> </ul>	Send an email to <a href="mailto:HRconnect-NA@centurylink.com">HRconnect-NA@centurylink.com</a> and include your full name, date of birth, last 4 digits of your SSN or your SAP ID, your old address and your new address.
Pension Benefits:	Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 4) or go online to <a href="http://www.centurylinkpension.ehr.com">www.centurylinkpension.ehr.com</a>
Pension Payments (State Street):	Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 5) or go online to <a href="https://ctl.mypenpay.com">https://ctl.mypenpay.com</a>
Health & Welfare (COBRA or Retiree Benefits):	Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 2) or go online to <a href="http://www.centurylinkhealthandlife.com">www.centurylinkhealthandlife.com</a>
401(k) Retirement Savings:	<p><b>If you left the Company less than 12 months ago:</b> Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 3)</p> <p><b>If you left the Company more than 12 months ago:</b> Call Wells Fargo at 877-379-0118 or go online to <a href="http://www.wellsfargo.com/retirementplan">www.wellsfargo.com/retirementplan</a></p>
Prescriptions:	Call the number on the back of your Medical ID card. Indicate that you need to update your address with OptumRx.
Disability Benefits/Payments:	Call The Standard at 855-290-9480