

CHANGE OF ADDRESS **NEW PROCEDURES**

If you have a change of address, you will need to notify **TWA Seniors Club** and **American Airlines**. You will need to notify each separately. To notify the **TWA Seniors Club**, you will need to send the following information to:

TWA Seniors club, Attn Francine Daino
1111 Francine Street, Pahrump, NV 89060-3269
Or by e-mail to: twafan48@yahoo.com

Name _____
Street _____
City _____ State _____
Zip Code _____ Phone _____
TWA Payroll # _____ email _____

CHANGE OF ADDRESS FOR AMERICAN AIRLINES

****Note New Procedures****

All TWA retirees that have access to Jetnet may update their own address by selecting the ****About Me**** window on the **Jetnet Home Page**. Once logged onto jetnet, you will see the ****About Me**** window on the left side of the page near the bottom. Choose the **Update My Contact Info** line to begin. You will then see the page with all of your current information. Click on the **EDIT** buttons to update the appropriate information choices...*(See examples below)*.

About Me	Update My Contact Info
<ul style="list-style-type: none">• Update My Contact Info• AMR eUpdate Program• Change Jetnet Password	CARL F. BARLEY Employee # 00XXXXXX Permanent Address (required for tax purposes) As of 10 Jun 2006 1350 OWYHEE DR MOUNTAIN HOME ID 83547 EDIT

If you do not have access to Jetnet, you will need to send the following information to AA Human resources.

- A copy of your American Airlines issued TWA retiree number.
- Or a copy of a government issued ID, (Drivers License, Passport, Identification Card) Mail these required items along with the address change to:

American Airlines Human Resources
P.O. Box 619616
M.D. 5141 HDQ1
Dallas/Fort Worth Airport
Texas, 75261-9616

Name _____
Street _____
City _____ State _____
Zip Code _____ Phone _____
American issued TWA retiree # _____
Emergency Contact: Name _____
Phone Number _____