

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:

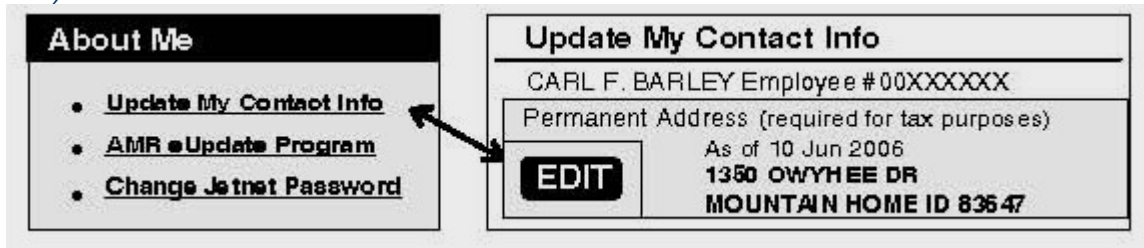
TWA Seniors club
3311 W. 114th Circle #F
Westminster, CO 80031-7171
Or by e-mail to: mikeyswift@aol.com

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)*.



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 _____