

## 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](mailto: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"><li>• <b>Update My Contact Info</b></li><li>• <b>AMR Update Program</b></li><li>• <b>Change Jetnet Password</b></li></ul>	<p>CARL F. BARLEY Employee # 00XXXXXX</p> <p>Permanent Address (required for tax purposes) As of 10 Jun 2006 <b>1350 OWYHEE DR</b> <b>MOUNTAIN HOME ID 83547</b></p> <p><b>EDIT</b></p>

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 \_\_\_\_\_