

**Request to Delete an Annuitant System Record  
(ANN4110 Job)**

This request is used to delete an Annuitant system record, including all payment details, from the Annuitant system.

Please indicate a due date if there is one: \_\_\_\_\_

<b>SSN</b>	<b>Member Type Code</b> (M, B D, P)	<b>Name</b> (last name, first name)	<b>Audit Stamp</b> (xxx-yy-nnn)
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**SSN:** Social Security Number of the record to be deleted.

**Name:** name of the person whose record must be deleted; if the first 3 characters of the last name do not match what is found in the record, no deletion will occur.

**Audit Stamp:** xxx = requestor's initials, yy = current year, nnn = unique sequential number identifying this request.

Allow **4 working days** for processing this request.

\*Attach a screen print from the ANN "A" screen for the record to be deleted.

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Systems:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IR&C Receiver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job run by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Report Distributed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_