



Name/Contact Information Change Form for Retirees and Beneficiaries

- Please complete this form to update your ERFC records with any changes to your name and/or contact information.
- Return your completed form with any required documentation to ERFC at the address shown above.
- In the event of a name change, you must include a copy of your marriage certificate, divorce decree, or other legal court order showing your new name as legal proof for ERFC to document the change.
- Please allow 30 days for your requested changes to become effective.
- Update your beneficiary, if necessary, in *ERFCDirect*.
- To protect your privacy, ERFC must receive a signed original form to initiate any changes to your personal records.

IS THIS A NAME CHANGE? (CHECK ONE)

Yes No

If yes, please complete lines 1, 2-3, and 7 and enclose legal proof of your name change.

IS THIS NEW CONTACT INFORMATION? (CHECK ONE)

Yes No

If yes, please complete lines 1, 4-7.

1.	_____	_____	_____	_____
	First Name	Middle Initial	Last Name	Suffix (Jr./Sr.)
2.	_____			
	Former Name (First/Middle/Last)			
3.	_____			
	Employee No. or SSN (last 4 digits)			
4.	_____		_____	
	NEW Phone Number (with area code)		NEW Email Address	
5.	_____	_____	_____	_____
	NEW Street Address	Apt. No.	City	State Zip Code
6.	_____	_____	_____	_____
	FORMER Street Address	Apt. No.	City	State Zip Code
7.	_____		_____	
	Member Signature (required to authorize changes)		Date (MM/DD/YYYY)	