



Did you know ERFCDirect is your online account portal? Access your personal information at www.ercf.direct



3110 Fairview Park Drive, Suite 300
Falls Church, VA 22042
703-426-3900 | erfcension.org

Name / Address Change Form for Inactive Members

- ◆ Please complete this form to update your ERFC records with any changes to your name and/or address.
- ◆ 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.
- ◆ **Faxed copies cannot be accepted.** To protect your privacy, ERFC must receive a signed original form to initiate any changes to your personal records.

Please Print Clearly

1. _____
First Name Middle Initial Last Name Suffix (Jr./Sr.)

2. _____
Former Name (First / Middle / Last) Complete this line if you are filing a name change

3. _____
Employee ID No. or Last Four SSN

4. _____
NEW Home Telephone Number Email Address

5. _____
NEW Street Address City State Zip Code

6. _____
FORMER Street Address City State Zip Code
(Complete this line if you are filing a change of address)

7. _____
Signature (Required to authorize changes) Date

Is this a Name Change?

Check One below
Yes - **No** -

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

Is this a New Address and/or Phone Number?

Check One Below
Yes - **No** -

If answering yes please complete lines 4-7 below