



Name / Address Change Form for Retirees & Beneficiaries

- 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 listed at the top of the form.
- 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 ERFC *Direct* or through submission of a notarized Beneficiary Designation form, available on the ERFC website.
- **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 Check One

Your Status -: - Beneficiary - Retiree

Is this a Name Change? Yes- No- *If answering "yes," please complete Line 2 and 3 below and enclose legal proof of your name*

Is this a New Address and/or Phone Number? Yes- No- *If answering "yes," please complete Lines 4 thru 7*

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. _____ 4. _____
Employee ID or Last 4 SSN Email Address

5. _____
NEW Home Telephone Number with Area Code

6. _____
NEW Street Address City State Zip Code

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

8. _____
Signature (Required to authorize changes) Date