

# MEMBER INFORMATION CHANGE

## INSTRUCTIONS

- Please use this form to notify the CSS Pension Plan of a change of address, marital status and/or name.
- Complete Section A, then complete the appropriate section(s) regarding the information that has changed.
- Sign and date Section E, and return the form and any required documentation to the fax number or mailing address above.

### SECTION A: MEMBER INFORMATION (REQUIRED)

Date: (dd/mm/yyyy)	Date of birth: (dd/mm/yyyy)	Member ID or Social Insurance Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

MEMBER NAME (Member name currently on file at CSS Pension Plan)

Last name:	Legal first name and initial:
<input type="text"/>	<input type="text"/>

### CONTACT INFORMATION

Mailing address:	<i>Apt/Unit number</i>	<i>Street or PO Box number</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal code</i>
Email address:	Email type:			<input type="checkbox"/> <i>Work</i>	<input type="checkbox"/> <i>Home</i>
Phone:	<i>Work</i>	<i>Home</i>	<i>Cell</i>		

### SECTION B: CHANGE OF ADDRESS

SAME AS ABOVE OR

CHANGE MAILING ADDRESS TO:

<i>Apt/Unit Number</i>	<i>Street or PO Box Number</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION C: CHANGE OF MARITAL STATUS

MARITAL STATUS HAS CHANGED TO:

Single     Married     Common-law     Separated     Divorced     Widowed

Date effective: (dd/mm/yyyy)

**Please attach proof of the change if you are changing your status to *married, separated, divorced or widowed.***

**Acceptable documentation:** Clear copy of marriage certificate, separation agreement, divorce certificate or spouse's death certificate.

### SECTION D: CHANGE OF NAME

CHANGE NAME TO:

Last name:	Legal first name and initial:
<input type="text"/>	<input type="text"/>
Signature (former name):	Signature (new name):
<input type="text"/>	<input type="text"/>

**Please attach proof of your new name. Acceptable documentation:** Clear copy of marriage certificate, legal change-of-name document or government-issued ID (e.g. Birth certificate, driver's licence, passport, etc.).

### SECTION E: MEMBER AUTHORIZATION (REQUIRED)

I authorize the CSS Pension Plan to complete the changes as identified.

DATE SIGNED (dd/mm/yyyy)

Member signature: