

CENSUS DATA CHANGE FORM

(585) 241-9500 or (800) 666-6690 FAX: (585) 241 9518

EMPLOYEE INFORMATION										
EmployER Name:										
EmployEE Name:							Effective Date of Change:			
Type of Plan (Circle all that apply):					Last 4 Digits of SSN:			MM	DD	YYYY
Dental	FSA / HRA	Vision								

PERSONAL DATA CHANGE: <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Phone Change
Former Name:
Name Change:
Address:
City, State, ZIP Code:
Phone (include area code):

FAMILY STATUS CHANGE: <input type="checkbox"/> Add Spouse <input type="checkbox"/> Remove Spouse				
Name	Date of Birth:			Social Security Number
	MM	DD	YYYY	

FAMILY STATUS CHANGE: <input type="checkbox"/> Add Dependent(s) <input type="checkbox"/> Remove Dependent(s)				
Name	Date of Birth:			Social Security Number
	MM	DD	YYYY	

Employee Signature:	Date:

TERMINATION OF EMPLOYMENT			
Termination Date:			Reason (Check one):
MM	DD	YYYY	<input type="checkbox"/> Termed <input type="checkbox"/> Retired <input type="checkbox"/> Deceased

Employer Signature:	Date:

COMMENTS