

## Change of member information

Please return to Group Retirement Services

### EMPLOYER/PLAN SPONSOR INFORMATION

|                               |                    |
|-------------------------------|--------------------|
| Name of employer/plan sponsor | Policy/plan number |
|-------------------------------|--------------------|

### MEMBER INFORMATION (please print)

|  |         |   |                                       |
|--|---------|---|---------------------------------------|
| Last name  | Initial | First name                              | Certificate / Social insurance number |
| Business telephone number<br>(    )       -       Ext. |         | Home telephone number<br>(    )       - |                                       |

### IMPORTANT

- If the member's name has changed – complete **Part A**
- If an existing beneficiary's name has changed – complete **Part B**  
(to change your beneficiary or to designate a new beneficiary, please complete the Designation of revocable beneficiary/trustee appointment form)
- If the member's address has changed – complete **Part C**
- For RPP's only, if the member's province of employment has changed – complete **Part D**
- For RPP's only, if the member's spousal information has changed – complete **Part E**  
(if the member is also designating the new spouse as their beneficiary, this change form is not required - complete the Designation of revocable beneficiary/trustee appointment form)

### PART A - CHANGE OF MEMBER NAME

The member's name has changed from: \_\_\_\_\_  
to: \_\_\_\_\_

#### Reason for change:

- The member has married.
- The member is returning to her maiden name.
- The name of the member is incorrectly shown on Group Retirement Service's records.
- The name of the member has been legally changed.
- The member's legal name is \_\_\_\_\_  
but the member is commonly known by the name indicated above.
- Other \_\_\_\_\_

### PART B - CHANGE OF BENEFICIARY NAME

**Please note that this is to change the name of an existing beneficiary only. If you are changing your beneficiary or a new beneficiary is being designated please complete the Designation of revocable beneficiary/trustee appointment form.**

The beneficiary's name has changed from: \_\_\_\_\_  
to: \_\_\_\_\_

#### Reason for change:

- The beneficiary has married.
- The beneficiary is returning to her maiden name.
- The name of the beneficiary is incorrectly shown on Group Retirement Service's records.
- The beneficiary has been legally adopted.
- The name of the beneficiary has been legally changed.
- The beneficiary's legal name is \_\_\_\_\_  
but the beneficiary is commonly known by the name indicated above.
- Other \_\_\_\_\_

**PART C - CHANGE OF MEMBER ADDRESS**

New address (apt. no., street no., street, city, province and postal code)

Internet address

**PART D - CHANGE OF MEMBER PROVINCE OF EMPLOYMENT (RPP's only)**

This section is applicable to Registered Pension Plans only.

Effective \_\_\_\_\_ The above named member reports to work in \_\_\_\_\_  
 YYYY MM DD indicate province

**PART E - CHANGE OF SPOUSAL INFORMATION (RPP's only)**

This section is applicable to Registered Pension Plans only.

New spousal information is as follows:

the member no longer has a spouse; or,

the new spouse is :

\_\_\_\_\_  Male  
 Last name Initial First name  Female

Note: if the member is also designating the new spouse as their beneficiary, this change form is not required -  
 complete the Designation of revocable beneficiary/trustee appointment form

**PART F - AUTHORIZATION**

**Member authorization (Required for Parts A, B, C and E)**

I request that Group Retirement Services adjust my member records as indicated in Part A, B, C and/or E above.

Date \_\_\_\_\_ Member's signature \_\_\_\_\_

**Employer/plan sponsor authorization (Required for Part D)**

I request that Group Retirement Services adjust the above member's province of employment as indicated above.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 signature of employer/plan sponsor by authorized person