

Universal Name/Address Change Form

A copy of a driver's license, Social Security card or vital records certificate is required for a name change.

PRINT OR TYPE - USE BLACK INK.

Type of subscriber (check one):

- Active COBRA
 Retired Survivor

EIP Group No. _____

Group Name _____

Effective Date _____

TYPE OF CHANGE (check all that apply):

Name Marriage Divorce Address

1. SOCIAL SECURITY # _____ - _____ - _____ OR Benefits Identification # _____

2. NAME _____
First MI Last

3. STREET _____ Apt. # _____

4. CITY _____ STATE _____ ZIP CODE _____

5. HOME PHONE () _____ - _____ WORK PHONE () _____ - _____ COUNTY CODE _____

6. E-MAIL ADDRESS _____

7. PREVIOUS NAME (if applicable)

_____ First MI Last

8. PREVIOUS ADDRESS (if applicable)

STREET _____ Apt. # _____ CITY _____ STATE _____ ZIP CODE _____

SUBSCRIBER SIGNATURE

DATE

BENEFITS ADMINISTRATOR SIGNATURE (if applicable)

DATE

Distribution:

• Human Resource Office

• Payroll

• Employee Insurance Program

P.O. Box 11661

Columbia, SC 29211

• Deferred Compensation

200 Arbor Lake Drive, Suite 115

Columbia, SC 29223

• State Retirement Systems

P.O. Box 11960

Columbia, SC 29211-1960