

Change in Personal Data (You can change your address online through PLANet.)



This form should be completed when a member changes his or her address, spousal relationship and/or name.

Complete sections 1 and 5 in all cases and other sections as needed. When the form is completed and signed, return the form with any documents to PEPP at the address above.

1 Tell us about you (Please Print)

PEPP Member Number: _____ Birthdate (day/month/year): _____

Last Name: _____ First Name & Initial: _____

Phone Number(s): (home): _____ (mobile): _____ (work): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Name of Employer (if applicable): _____

2 Change of address (you can change your address online through PLANet)

Same as Section 1 or;

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Also update the address of my spouse

Date Effective (day/month/year): _____

3 Change in spousal relationship (you may wish to review your designation of beneficiary)

Relationship Status: Spouse: I am legally married I am common-law I am separated

No Spouse: I am single I am divorced I am widowed

⚠ Please attach applicable acceptable documentation (listed on back of form)

4 Change in name

Last Name: _____ First Name: _____

Date Effective (day/month/year): _____

⚠ Please attach applicable acceptable documentation (listed on back of form)

5 Member authorization

I authorize PEPP to complete the changes as identified above. I have attached required documentation.

 Signature of Member (electronic signature will not be accepted) Date (day/month/year)

Acceptable Documentation

For a **change in spousal relationship**, a certified copy of:

- divorce certificate or Decree Absolute;
- interspousal agreement;
- marriage certificate; or
- spouse's death certificate
- *Declaration of Common-law Relationship* form from PEPP

When there's a change in spousal relationship, please review your designation of beneficiary and update if necessary using the PEPP *Designation of Beneficiary* form.

For a **change in name**, a certified copy of:

- change of name certificate;
- birth certificate;
- divorce certificate or Decree Absolute;
- marriage certificate; or
- spouse's death certificate



REMINDER

It is important you keep your designation of beneficiary(ies) current. By having your listed beneficiary(ies) up-to-date, you can ensure any benefit payable will be paid out as you intended. If required, be sure to complete and submit an updated *Designation of Beneficiary* form along with your *Change in Personal Data* form to PEPP. You may be able to complete your beneficiary updates online using PLANet. However, if you have a spouse there are some legislative restrictions that may require a signature, so a completed *Designation of Beneficiary* form may be required.

To be completed by PEPP Administration

Entered by: _____ Date: _____

Confirmed by: _____ Date: _____