

# Change in Personal Data



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

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: \_\_\_\_\_