**CSS Pension Plan**
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# MEMBER INFORMATION CHANGE

## Instructions

▸ Please use this form to notify the CSS Pension Plan of a change of address, marital status and/or name.

▸ Complete Section A, then complete the appropriate section(s) regarding the information that has changed.

▸ Sign and date Section E, and return the form and any required documentation via email, fax or mail to the address above.

### Section A: Member information (required)

Date: *(dd/mm/yyyy)*

Date of birth: *(dd/mm/yyyy)*

Member ID or Social Insurance Number:

**Member name** (Member name currently on file at CSS Pension Plan)

Last name:

Legal first name and initial:

Contact information

| Mailing address: | Apt/Unit number | Street or PO Box number | City/Town | Province | Postal code |
|---|---|---|---|---|---|

Email address:

Email type: ☐ Work  ☐ Home

| Phone: | Work | Home | Cell |
|---|---|---|---|

### Section B: Change of address

☐ Same as above **or**

Change mailing address to:

| Apt/Unit Number | Street or PO Box Number | City/Town | Province | Postal code |
|---|---|---|---|---|

### Section C: Change of marital status

Marital status has changed to:

☐ Single  ☐ Married  ☐ Common-law  ☐ Separated  ☐ Divorced  ☐ Widowed

Date effective: *(dd/mm/yyyy)*

**Please attach proof of the change if you are changing your status to *married, separated, divorced* or *widowed*.**
**Acceptable documentation:** Clear copy of marriage certificate, separation agreement, divorce certificate or spouse's death certificate.

### Section D: Change of name

Change name to:

Last name:

Legal first name and initial:

Signature (former name):

Signature (new name):

**Please attach proof of your new name. Acceptable documentation:** Clear copy of marriage certificate, legal change-of-name document or government-issued ID (e.g. Birth certificate, driver's licence, passport, etc.).

### Section E: Member authorization (required)

I authorize the CSS Pension Plan to complete the changes as identified.

Date signed (dd/mm/yyyy)

Member signature:

**Privacy notice:** Personal information on this form is collected under the authority of relevant privacy legislation for pension administration purposes. Please review the Privacy Policy as posted to the CSS Pension Plan's website. If you have questions regarding the collection of this information, write to:

**CSS Pension Plan**
ATTN: Privacy Officer
5th Floor - 333 3rd Avenue N
PO Box 1850
Saskatoon, SK S7K 3S2