



CHANGE OF NAME/ADDRESS FOR EMPLOYEES, VENDORS And INDEPENDENT CONTRACTORS (Please Print)

ATTENTION DIRECTLY HIRED EMPLOYEES (DHE):

If you are completing this form because of an **address change**, you must attach to this form a new IRS Form W-4. If you are completing this form because of a **name change**, you must attach to this form a new IRS Form W-4 and a copy of your **new** Social Security card with your new name on it.

ATTENTION INDEPENDENT CONTRACTORS (IC):

If you are completing this form because of an **address change**, you must attach to this form a new IRS Form W-9. If you are completing this form because of a **name change**, you must attach to this form a new IRS Form W-9 and a copy of your **new** Social Security card with your new name on it.

ATTENTION VENDORS:

If you are a corporation (INC.) and completing this form because of an **address or name change** you should fill this form out completely. If you are a Limited Liability Company (LLC) and completing this form because of an **address change** you must attach to this form a new IRS form W-9. If you are a Limited Liability Company (LLC) and completing this form because of a **name change**, you must attach to this form a new IRS form W-9.

EMPLOYER (PARTICIPANT) / REPRESENTATIVE COMPLETES:

Employer (Participant)'s Name:	
Participant's CDC+ ID Number:	Date:

PROVIDER COMPLETES:

CURRENT (OLD) INFORMATION

Last Name:		First Name:	
Phone: ()			
Address:			
City:	State:	Zip:	DOB:
Email Address:			
Employee SSN:		Vendor/Independent Contractor Tax ID:	

NEW INFORMATION

Last Name:		First Name:	
Phone: ()			
Address:			
City:	State:	Zip:	DOB:
Email Address:			
Employee is a LIVE-IN (Employee's new address is same as CDC+ Employer/Participant's address.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Provider signature (REQUIRED):</u>			

***CDC+ is the fiscal agent for your employer and is required to maintain correct mailing addresses for all employees, independent contractors, and agency/vendors. This form and any required attachments must be sent to the CDC+ Consultant for processing.**

