

UPDATING INFORMATION

Updating Information	2
Name and Social Security Number Changes.....	2
Address Changes.....	2

UPDATING INFORMATION

Name and Social Security Number Changes

PEEHIP determines a member's name for insurance purposes from the FORM 100 or the ENROLLMENT FORM.

If a name change appears in the TRS Retirement Contributions Report, it will **not** automatically be changed on the member's PEEHIP account. The PEEHIP Insurance Report and the TRS Retirement Contributions Report must be changed simultaneously.

PEEHIP and TRS require employers to send a copy of the member's Social Security card and a MEMBERSHIP STATUS CHANGE FORM before a name or Social Security number change can be made.

To change the name or Social Security number:

- a MEMBERSHIP STATUS CHANGE FORM should be submitted
- a copy of the member's Social Security card should be submitted
- a line should be drawn through the name and/or number on the PEEHIP Insurance Report and the correct name and/or number written in **red ink** (see PEEHIP Monthly Insurance Report section: Changes)

Address Changes

To change an address, a member must notify PEEHIP **in writing**. The member should complete an ADDRESS CHANGE NOTIFICATION FORM which can be downloaded from the TRS Forms page on RSA's Web site. PEEHIP will also accept a letter with the old address, new address, insured's name and Social Security number.

The PEEHIP department cannot accept an address change by phone. All address changes should be made on the address change cards provided by the U.S. Post Office or the Address Change Form provided by RSA. The card must then be mailed to PEEHIP for the actual change to occur.