



Serving the Episcopal Church and its People

19 East 34th Street
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Fax: (877) 432-9274

Changes in Personal Status Form

So our benefit plans can be administered efficiently and effectively, it is important that you keep us informed of changes in family status, such as marriage, birth or adoption of children, children's marriages, deaths in the family, and divorce.

Personal Information:

Your name
Your Social Security number
Date of birth
Your home address
City
State
Zip
Home phone
Cell phone
Email address

Changes:

Marriage

Spouse's full legal name
Gender: Male Female
Spouse's Social Security number
Spouse's date of birth
Date of marriage
Spouse's name prior to marriage (if applicable)
Your name prior to marriage (if applicable)
Is spouse a Cleric? Yes No

Birth or legal adoption of a child

Birth Legal adoption
Your child's full name
Child's date of birth
Date of legal adoption as shown on adoption papers
If adoption proceedings are pending, likely completion date

Death

Spouse Child
Name
Age (if child)
Date of birth
Date of death

If your child is or becomes disabled, please contact our Education and Wellness department at (800) 223-6602 to report his/her disability to us.

Marriage of child under age 25 (no documentation needed)

Child's name
Date of marriage

Divorce

Ex-spouse name
Date divorce finalized

Please submit supporting documentation for the changes made above. For example:

- Marriage certificate
Birth certificate
Adoption certificate
Death certificate
Divorce decree*
Qualified Domestic Relations Order

*Please note that we are requesting a divorce decree for the sole purpose of verifying the divorce and not for any other reason.

Signature
Date

Please submit completed form and supporting documentation to the address or fax above.