

Change of member information



Return to Great-West Life, Group Retirement Services
PO Box 7200 Stn. Main, Winnipeg, MB R3C 4W4

EMPLOYER/PLAN SPONSOR INFORMATION

Name of employer/plan sponsor ABC COMPANY	Policy/plan number 12345
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MEMBER INFORMATION (please print)

Last name SMITH	Initial	First name SUSAN	Certificate / Social insurance number 123-456-789
Business telephone number (555) 555-1111		Home telephone number (555) 555-5555	
		Ext. 22	

IMPORTANT

- If the member's name has changed – complete **Part A**
- If an existing beneficiary's name has changed – complete **Part B**
(to change your beneficiary or to designate a new beneficiary, please complete the Designation of revocable beneficiary/trustee appointment form)
- If the member's address has changed – complete **Part C**
- For RPP's only, if the member's province of employment has changed – complete **Part D**
- For RPP's only, if the member's spousal information has changed – complete **Part E**
(if the member is also designating the new spouse as their beneficiary, this change form is not required – complete the Designation of revocable beneficiary/trustee appointment form)

PART A – CHANGE OF MEMBER NAME

The member's name has changed from: **SUSAN SMITH**
to: **SUSAN JONES**

Reason for change:

- The member has married.
- The member is returning to her maiden name.
- The name of the member is incorrectly shown on Great-West Lifes records.
- The name of the member has been legally changed.
- The member's legal name is _____
but the member is commonly known by the name indicated above.
- Other _____

PART B – CHANGE OF BENEFICIARY NAME

Please note that this is to change the name of an existing beneficiary only. If you are changing your beneficiary or a new beneficiary is being designated please complete the Designation of revocable beneficiary/trustee appointment form.

The beneficiary's name has changed from: _____
to: _____

Reason for change:

- The beneficiary has married.
- The beneficiary is returning to her maiden name.
- The name of the beneficiary is incorrectly shown on Great-West Life records.
- The beneficiary has been legally adopted.
- The name of the beneficiary has been legally changed.
- The beneficiary's legal name is _____
but the beneficiary is commonly known by the name indicated above.
- Other _____

