



# ADDRESS CHANGES ONLY

## Employee to Complete

This form is to be used for address changes or corrections to spelling only. Please use a Name Change/ Transfer form for name changes.

**Central Alberta Co-op is committed to protecting your privacy. Your personal information will be treated with the utmost discretion, and will be used only when necessary in the day-to-day operations of our business, or when required by law**

MEMBER #: \_\_\_\_\_

MEMBER NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_  
(used to verify identity)

NEW ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Check here if the number is not working in your system

Check here if the member is a Central Alberta Co-op Employee.

### ADMINISTRATION USE ONLY

Key to RMMU, initial \_\_\_\_\_ and give to Payroll