

Change of information

Please check the box next to and fill in any information that has recently changed.

Previous name: _____

Current name: _____

I have informed my employer(s) of this name change.

Address: _____

City: _____ State: _____ Zip code: _____

Phone (Home): _____ Phone (Cell): _____

Email: _____

Medicaid number (for members only): _____

Printed name: _____

Signature: _____ Date: _____

Additional documents needed in order for Veridian to process a name change.

Veridian needs all of the following documents:

1. A photocopy of the legal document showing the new name. This could be a marriage certificate, divorce decree, adoption papers or other legal document.
2. A photocopy of the individual's social security card. This document should show the individual's new legal name.
3. Updated state and federal W-4 forms. (If you are a vendor/ISB you should submit a new W-9 form.) A blank copy of each form is available on our website, veridianfiscalsolutions.org/cco, under **Help** and then **Forms and Resources**.

Employees should update their Direct Deposit Authorization form, and Independent Support Brokers and Vendors should update their Electronic Funds Transfer form, with their name change. These forms can also be found at veridianfiscalsolutions.org/cco, under **Help** and then **Forms and Resources**.

Independent Support Brokers should also inform Iowa Medicaid Enterprise of any change to their name or contact information. Please email the information to hcbswaivers@dhs.state.ia.us.

This completed form, along with the other required documents should be sent to Veridian Fiscal Solutions.

Email: ccoiaowa@veridiancu.org

Fax: (319) 236-6785

Mail: P.O. Box 4502, Waterloo, IA 50704