

Change of information

This change of information form is updating records for (please check all that apply):

Participant Employer of Record Employee

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: _____ Email: _____

Medicaid number (for participants 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 federal W-4 form. (If you are a vendor you should submit a new W-9 form.) A blank copy of each form is available on our website, veridianfiscalsolutions.org/nd, under **Forms & Resources**.

Employees should update their Direct Deposit Authorization form with their name change. This form can also be found at veridianfiscalsolutions.org/nd, under **Forms & Resources**.

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

Email: NorthDakota@VeridianCU.org

Fax: (855) 828-0729

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

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