

# 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: \_\_\_\_\_ ☐ Email: \_\_\_\_\_

☐ Medicaid number (for Veterans 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 you should submit a new W-9 form.) A blank copy of each form is available on our website, [veridianfiscalsolutions.org/veterans](http://veridianfiscalsolutions.org/veterans), under **Help** and then **Forms**.

Employees should update their Direct Deposit Authorization form, and Vendors should update their Electronic Funds Transfer form, with their name change. These forms can also be found at [veridianfiscalsolutions.org/veterans](http://veridianfiscalsolutions.org/veterans), under **Help** and then **Forms**.

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

Email: [veterans@veridiantcu.org](mailto:veterans@veridiantcu.org)

Fax: (319) 236-6785

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

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