



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY
JIB Medical, P.C., - JIB Services, LLC

NOTICE OF CHANGE

☐ Current Employee ☐ Previous Employee

☐ ADDRESS ☐ NAME ☐ PHONE ☐ EMAIL ADDRESS ☐ MARITAL STATUS

Employee Name :

Address :

Telephone No. :

Email Address :

Marital Status : ☐ Married ☐ Single ☐ Widow ☐ Divorced

Signature _____ Date: _____

***New Tax forms are required for the following: Name Change, Address Change, Marital Status Change.**

↓ -FOR OFFICE USE ONLY ↓

Administration		Glenn Phillips (for retirees receiving pension)
Members Record		Nancy Chiaramonte (Send Marriage Cert)
Payroll – ACTIVE AND INACTIVE		Melissa Diaz, Habiba Islam (Tax Form required if name or residence change FOR ACTIVE Staff).
Activiti, HR-21		Name change only
Update Beneficiary Forms		Name change only
Update Org. Chart		Name change only
Email Notice- HR-23 Empower Retirement		Prudential.disbursement.specialists@empower.com , Stephen Gomez, Cassandra Colwell, Robert Geisser
HR Master Excel Database		Update Spreadsheet + share UKG information change