

Flexsave – Address Changes



Please complete the following information to change the address for the company or an individual employee.

Change Company Address

| | | |
|---|------------|---------------|
| Legal Company Name (please indicate DBA or Op Co. Names): | | |
| Address: | | |
| City | Province | Postal Code |
| Key Contact / Administrator Name: | | |
| Phone Number | Fax Number | Email Address |
| Effective Date of Change: DD / MMM / YYYY | | |

Change Employee Address

| | | |
|--|--|---------------|
| Company Name: | | |
| Employee Name: | | |
| Address: | | |
| City: | Province: | Postal Code: |
| Phone Number | Fax Number | Email Address |
| Date of Birth (requested for identification purposes) DD / MMM / YYYY | Effective Date of Change: DD / MMM / YYYY | |