



Business  
changes:

Please let us know right away if you have any of the following changes to report. Then sign below in the signature box.

Has your business address or phone number changed?  
If so, fill out below:

New Address	
City	
State	Zip
New Phone ( )	
Effective Date	

This is a :  New mailing address  New location

Have you closed or sold your business, or no longer have employees?  
If so, fill out below and we will close this account:

Reason:  Business closed  Continuing business - no employees  Business sold

Effective Date of Change: \_\_\_\_\_

If available, provide new owner's information:

New Owner's Name & UBI#	
New Owner's Phone ( )	
Effective Date	

Signature X	Phone Number ( )
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I authorize the changes shown above.

**Other changes or questions?**

Contact your Account Manager at the number listed on the front of this form.