



# GROUP MEMBERSHIP CHANGE REQUEST FORM

Send completed form to:

Manulife, P.O. Box 17001, Stn Waterloo, Waterloo, Ontario N2J 0G5  
manulife.ca 1-888-596-8881

Name: \_\_\_\_\_ Social Security Number (last 4 digits): \_\_\_\_\_

Group Name: \_\_\_\_\_ Certificate/Group Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

## 1. Name Change:

### Instructions:

- This form should only be used to change the name of an existing insured, owner or beneficiary. Please do not use this form for a transfer of ownership or a beneficiary change.
- A copy of a marriage certificate, divorce decree or other court or official document is required to change an insured or non-insured owner's name.

Change is for:  Member  Spouse  Child  Owner  Beneficiary

From: \_\_\_\_\_  
(First) (M.I.) (Last)

To: \_\_\_\_\_  
(First) (M.I.) (Last)

## 2. Address Change:

Change is for:  Insured  Owner  Beneficiary

From: \_\_\_\_\_  
(Street) (City) (State) (Zip)

To: \_\_\_\_\_  
(Street) (City) (State) (Zip)

## 3. Request for Replacement of Lost Certificate/Policy:

Please provide a current certificate outlining the group policy provisions, or individual policy.

Upon receipt of this request, we will issue a current certificate/policy for the insurance identified above.

## 4. Requests for Other Changes:

### Instructions:

This section can be used for contract changes that do not require evidence of insurability such as a reduction in a benefit.

\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZING SIGNATURE:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Insured Member or previously designated non-insured Owner)