



**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 – <b>ACTIVE AND INACTIVE</b>      |  | 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<br>Empower Retirement |  | <a href="mailto:Prudential.disbursement.specialists@empower.com">Prudential.disbursement.specialists@empower.com</a> , Stephen Gomez, Cassandra Colwell, Robert Geisser |
| HR Master Excel Database                  |  | Update Spreadsheet + share UKG information change   |