



# MEMBERSHIP RECORD CHANGES

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Office \_\_\_\_\_

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Please make the following changes for: Mr.  Mrs.  Ms.  Miss  Dr.  Prof.

MEMBER'S FULL NAME \_\_\_\_\_

ID # \_\_\_\_\_ LOCAL \_\_\_\_\_

NEW ADDRESS: STREET \_\_\_\_\_ APT \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

NEW HOME PHONE ( ) \_\_\_\_\_

NEW BUSINESS PHONE ( ) \_\_\_\_\_ EXT \_\_\_\_\_

NEW LOCAL \_\_\_\_\_ UNKNOWN LOCAL (999) \_\_\_\_\_

NEW WORK LOCATION \_\_\_\_\_

**TERMINATED** ( ✓ ) - EFFECTIVE DATE \_\_\_\_\_

REASON:

- Terminated/Permanent Layoff
- Quit/Resigned permanently
- Excluded (Permanent Management Transfer)
- Retired
- Deceased
- Other - specify \_\_\_\_\_

**TEMPORARY LEAVE** ( ✓ ) - EFFECTIVE DATE \_\_\_\_\_

REASON:

- Temporary Layoff/Seasonal
- WCB / LTIP
- Maternity/Parental Leave
- Other - specify \_\_\_\_\_

Additional Change/Info \_\_\_\_\_

