## EMPLOYEE DATA CHANGE REQUEST

ING Life Insurance and Annuity Company *A member of the ING family of companies* P.O. Box 990063 Hartford, CT 06199-0063 Fax: 800-643-8143



**PLAN INFORMATION** Plan Name \_\_\_\_\_ Plan # (required)\_\_\_\_\_ **EMPLOYEE INFORMATION** Last Name \_\_\_\_\_ First Name and Middle Initial \_\_\_\_\_ SSN \_\_\_\_\_\_ Phone \_\_\_\_\_ **CHANGE DATA** (Fill only in those fields that require change.) Last Name \_\_\_\_\_\_ First Name and Middle Initial \_\_\_\_\_ SSN Sex DOB Street Address \_\_\_\_\_ City \_\_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_ Country (Foreign only) \_\_\_\_\_ **EMPLOYEE CERTIFICATION** To the best of my knowledge, all of the information on this form is correct. Participant Signature \_\_\_\_\_\_ Date \_\_\_\_\_ **PLAN CERTIFICATION** To the best of my knowledge, all of the information on this form is correct and in accordance with all the terms and conditions of the plan. Trustee Signature \_\_\_\_\_ Date \_\_\_\_\_