

GROUP CONTACT CHANGE FORM

GROUP INFORMATION			
Group Name:			
Further Group #:			
General Information Change:			
☐ New Group Name:			
☐ New Address:			
Street	City	State	ZIP
New Group TIN/EIN:			
ADDING CONTACT			
Name:	Phone:		
Email:			
New Contact is (select one):			
☐ Primary contact			
The primary contact has the ability to add or remove additional contacts and has the Admin role on the Group Online Service Center.			
☐ Additional contact			
All contacts will receive standard email notifications from Further and have access to Group Online Service Center.			
Opt me out of receiving email notifications			
INACTIVATING EXISTING CONTACT			
Contact name:			
□ Inactivate			
SIGNATURE			
Effective Date of Change: This change will take place as soon as the information is received and processed.			
Group Contact Signature		Signature	e Date

Questions? Call Group Leader Services at 1-888-460-4013.

Send via secured email only:

further.documents@hellofurther.com

Fax to: 866- 231-0214

Mail to: PO Box 14836 Lexington, KY 40511