



Riggs Distler & Company, Inc.
4 Esterbrook Lane
Cherry Hill, NJ 08003-4002
Phone 856/433-6000 Fax 856/433-6035

EMPLOYEE NAME OR ADDRESS CHANGE REQUEST FORM

Instructions: Please print this page, complete, and return with required documentation to:
Payroll, 4 Esterbrook Lane, Cherry Hill, New Jersey 08003

***Note:** If you are requesting a name change, we cannot change your name on any documents without a copy of your new social security card and marriage certificate/divorce decree.

*PRINT NAME _____
First MI Last

NEW ADDRESS: _____

CITY: _____

STATE _____ ZIP CODE: _____

E-MAIL ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EFFECTIVE DATE: _____

EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____ EMPLOYEE ID#: _____
(OR SSN#)

Under One Hat One Contract–One Responsibility