



**YWCA Information Update**

Date:

YWCA ID:

To: Human Resource Director or Benefits Administrator

From: Benefit Department

We are updating your YWCA contact information. Please review the information below for your YWCA. Make correction or fill in the missing information in the corrections and additions column. If there is no change, fill in "No Change". Upon finishing, email or fax the form back to us. Your prompt response is greatly appreciated. If you have any questions, please call 1-800-222-4738 extension 109.

Information On File		Corrections and Additions
	<b>Legal Name</b>	
	<b>Address</b>	
	<b>Member of</b>	
	<b>Phone</b>	
	<b>Fax</b>	
<b>Executive Director</b>		
	<b>Name</b>	
Executive Director	<b>Title</b>	
	<b>Effective Date</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>Board President</b>		
	<b>Name</b>	
Board President	<b>Title</b>	
	<b>Effective Date</b>	
	<b>Mailing Address</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>Contacts for enrolling employee into the Fund and for employment separation.</b>		
<b>1.</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>2.</b>	<b>Name</b>	

# YWCA *Retirement Fund*

	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>3.</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>Contacts for submitting retirement contributions and retirement template.</b>		
<b>1.</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>2.</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	
<b>3.</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone</b>	
	<b>Email</b>	