



# Benefit Payment Address Change Authorization

To guard against fraudulent activity, Wells Fargo Institutional Retirement and Trust requires that the identity of all payees be verified. Before we can process your request, we will need you to provide a **photocopy** of a government issued ID. Acceptable forms of government IDs include:

- Driver's License or other state photo identity card issued by the Department of Motor Vehicles (or equivalent) for the sole purpose of identification and not for evidence of employment status, student status, weapons permit, or other status.
- Passport
- Military ID
- Native American Tribal Photo ID

**If you do not have a government ID, validate your identity by having this form notarized below.**

Name: _____	Full Social Security number _____
Phone number (____) _____	Plan name _____
Please <b>print or type</b> all information to ensure accuracy in processing your request.	
<b>Old address:</b>	<b>New address:</b>
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Check this box if this is a temporary address and state taxes should not be changed	
_____	_____
<b>Signature</b>	<b>Date</b>

**Witness to payee's signature if no government ID is available:**

**Notary Public:**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, a Notary Public in and for said County and State, acknowledge that \_\_\_\_\_  
(Payee's Name)

known to me (or satisfactorily proven) to be the person whose name is subscribed above, appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and signed the above consent in my presence.

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Seal:

**Return this form and supporting documents to:**

**Wells Fargo Institutional Retirement and Trust**  
**MAC: D4001-02C**  
**100 N Main Street**  
**Winston Salem, NC 27101**

Changes received by the 15th of the month with proper documentation will be included in the next payment cycle. If you have any questions about this form, please contact the Retirement Service Center at 877-877-1207.