

**Catholic Diocese of Cleveland
Group Life and Pension Office
1404 East Ninth Street, Eighth Floor
Cleveland, OH 44114**

This is the only form required for adds (include enrollment card), terminations, retirements, or transfers, involving the Life Insurance or Pension Plan.

Date:	Parish or Unit #:	Submitted by:
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Please complete the columns that apply to the change(s) you wish to make and return to the above address for processing.

<u>Employee Name</u>	<u>Address</u> (Needed for terminations or retirements only)	<u>New Adds</u> Date of onset of full-time employment	<u>New Adds</u> Annual Salary	<u>Effective Date</u> Transfers*, Terminations, or Retirements **

* Please list unit employee transferred to.
 ** If possible, please include a copy of retiree's birth certificate.