

# Administrative Services

## Customer Service Request Form

Use this form to request changes to your account.  
If you have any questions please contact a  
Customer Service Specialist at  
**1-800-877-2701**

*Please return completed form to:*  
Administrative Services  
300 Southborough Dr. Ste. 200  
South Portland, ME 04106-6914  
Attn: Customer Service  
Fax: (877) 820-5311

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Account No.: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- Please note change of address / phone number above
- I have changed my name due to:
  - Marriage
  - Divorce
  - Other \_\_\_\_\_

Please sign your current and former names below.

\_\_\_\_\_  
Print (former name)

\_\_\_\_\_  
Print (current name)

\_\_\_\_\_  
Signature (former name)

Date

\_\_\_\_\_  
Signature (current name)

Date

I have left my employer and would like to continue my account with Administrative Services.

- On an individual basis
- Through payroll deduction: My new employer is: \_\_\_\_\_

Product & Policy # \_\_\_\_\_

Cancel entire program

\_\_\_\_\_  
Print name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date