



## Employer of Record Contact Information Change

Complete this form when there is a change in Employer of Record (EOR) contact information.

**IMPORTANT: \*If you are also the consumer, you must report any change in your physical address to your local office of the Department of Social Services (DSS).**

Check boxes for the information you are changing.			
<input type="checkbox"/> EOR Name	<input type="checkbox"/> EOR Address*	<input type="checkbox"/> EOR Phone Number	<input type="checkbox"/> EOR Email Address

Information below is required for verification:

Consumer ID:	Consumer Name:
EOR First Name and Middle Initial:	EOR Last Name:
EOR ID:	EOR Date of Birth:

Provide changes to information below:

<input type="checkbox"/> New EOR Phone Number:	<input type="checkbox"/> New EOR Email Address:
<input type="checkbox"/> New Physical Address:	<input type="checkbox"/> County:
<input type="checkbox"/> New Mailing Address:	<input type="checkbox"/> County:

\_\_\_\_\_  
Employer of Record Signature

\_\_\_\_\_  
Date

**Update your information with VA CCC Plus, through Public Partnerships LLC (PPL) one of the following ways.**

Phone	Fax	Mailing Address
1-833-549-5672	1-866-709-3319	Public Partnerships LLC Attn: Virginia Consumer-Directed Services Program 4991 Lake Brook Drive, Suite 190 Glen Allen, VA 23060