


Common Law Employer Change of Address/Phone Form Instructions

The Common Law Employer (CLE) must complete and submit the CLE Address/Phone Change Form, to Public Partnerships LLC (PPL) when a CLE address and phone contact information has changed

Follow the steps below to complete this form.

1. **Select the CLE:** Check the appropriate box to identify “Who” is acting as the CLE.
2. **Participant PPL ID:** Print or type the Participant PPL ID number to specifically identify the appropriate record to change.
3. **Common Law Employer Address:** Print or type the old and new address of the CLE in the space provided.
4. **Common Law Employer Township/ Borough/ School District:** Print or type the current township, borough, or school district in the space provided.
5. **Common Law Employer Phone Number:** Print or type the old and new phone number of the in the space provided.
6. **Common Law Employer Signature and Date:** The CLE whose information has changed must verify the new information reported on the form by signing and dating the form in the space provided.



Common Law Employer Change of Address/Phone

As a Common Law Employer (CLE) in the Pennsylvania OLTL program, please complete this form when there is a change in your personal information. If you have any questions, please call Public Partnerships LLC (PPL) at 1-877-908-1750.

Select the CLE (check one box): Participant Designated CLE

Participant PPL ID _____

Check all boxes for changes that apply: Participant Designated CLE

Address/Phone Change (Please Print)	
Previous Address:	New Address:
Previous City/State/Zip Code:	New City/State/Zip Code:
Previous TWP/Borough/School District:	New TWP/Borough/School District:
Previous Phone Number:	New Phone Number:

Common Law Employer Name (print) _____

Common Law Employer Name (sign) _____ Date _____

Next Steps:

Once the CLE has completed, signed, and dated the form, as appropriate, it should be submitted to PPL within two (2) business day of the CLE being informed of any changes.

If you have any questions, please call PPL at 1-877-908-1750.