



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 Cardinal Care, 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