



Bow Brook Place  
46 Donovan Street  
Concord, NH 03301  
(800) 698-2364

Please Mail or Fax to:  
(603) 226-6903

NOTICE OF ADDRESS CHANGE

**City of Laconia**

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Group Number / Division

DATE: \_\_\_\_\_

Subscriber Name	
HP or Social Security #	
New Street Address	
New City/Town/State/Zip	
New Telephone Number	

Notice Prepared by:

\_\_\_\_\_  
Authorized Benefits Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

NOTE: Do NOT use this form for new Subscribers or changes in plan type.  
(i.e. Single to 2-Person or Family)

**PLEASE RETURN COMPLETED FORM TO PAULA BAUMOEL/PERSONNEL DIVISION**