



### Employer Request for Name/Address Change

Current or  Former Employer Name: \_\_\_\_\_

UIA Employer Account No.: \_\_\_\_\_ Federal Employer ID No. (FEIN): \_\_\_\_\_

New Employer Name: \_\_\_\_\_

DBA: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### DO NOT SUBMIT THIS FORM UNLESS THERE HAS BEEN A CHANGE IN NAME AND/OR ADDRESS.\*

Physical Michigan Location of the Business (No Post Office Boxes)	Mailing Address
Street Address 1:	Street Address 1:
City State Zip Code	City State Zip Code
Street Address 2:	Street Address 2:
City State Zip Code	City State Zip Code
Employer's Telephone Number:	Mailing Address belongs to: <input type="checkbox"/> Corporate Office <input type="checkbox"/> Owner

\*The Power of Attorney on file with the Agency is responsible for all mailing to a representative. The address of a representative should not be on this name/address form.

**CHANGING ACCOUNT INFORMATION:** If you have discontinued or ceased business activity, discontinued employment, sold or transferred ownership of all or part of your business, formed a new partnership or corporation, merged, or changed your status as a sole proprietorship or corporation, you must file Form *UIA 1772, Discontinuance or Transfer of Payroll or Assets in Whole or Part.*

You may submit Form *UIA 1772* through your MiWAM account or you may download and print the form, and mail the completed address shown below.

You can also access your MiWAM account to change your address and other account information. Other changes, including FEIN changes or bankruptcy filing, etc., must be submitted in writing with supporting documentation.

**YOU MUST sign and date this form, giving your title and telephone number, before changes will be accepted.**

Preparer: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Preparer Telephone No.: \_\_\_\_\_

Mail this form with your changes and documentation to: **UIA, PO Box 8086, Royal Oak, MI 48086**, or fax to (313) 456-2130. If you need assistance, telephone 1-855-484-2636. TTY customers call 1-866-366-0004.