



Crew & Talent - Address Change Request Form

Please fill out this form, print, sign, and return to EP using one of the following methods :

- Email: paymentsupport@ep.com
- Fax: 818.688.0486

Employee Information

First Name: _____ Last Name: _____

Corporation Name (if applicable): _____ Corporation Tax ID: _____
For multiple corporations, please complete a separate form for each one.

Phone: _____ Last 4 of SSN: _____ DOB: _____

Email: _____

Employee Resident Address

Address: _____

City: _____ ST: _____ ZIP: _____

Employee Mailing Address (if different from resident or if you want to add an Approved Representative on file)

C/O Representative's Name and Organization (if applicable): _____

Address: _____

City: _____ ST: _____ ZIP: _____

Representative's Email: _____ Phone: _____

Loan Out Corporation Mailing Address

C/O Representative's Name and Organization (if applicable): _____

Address: _____

City: _____ ST: _____ ZIP: _____

- Please change the individual address only.
- Please change the corporation address only.
- Please change both individual & corporation addresses.

Need of a Tax Form copy also (specify: W-2, 1099, Canadian, G2FP, 592b, W2c): _____ Tax Year* _____

Select "one" Tax Copy Delivery Method: E-mail Mailing Address

* 7 years of historical tax statements are available.

Signature*: _____ Relation to employee* _____ Date: _____

Parent/Guardian Name (Required if employee is a minor): _____

Parent/Guardian Signature: _____ Date: _____

*** If you are the employee, state "self" under relation. If you are signing on behalf of a business, state your title (i.e., Business Manager, Bookkeeper, etc.). If you are signing on behalf of another person, state your relationship (i.e., Personal Representative, Spouse, Parent, etc.). Attach a copy of your appointment as business/personal representative, power of attorney, etc., as applicable.**

PLEASE NOTE: EP requires a "wet signature" from the employee or their approved representative on file. However, EP will accept a markup signature from an iPhone or Android.