**Reed & Associates, CPAs - CMS Retroactive Processing Contractor (RPC)**

**Enrollment Data Validation Review**

**Residence Address Change Transaction (TTC 76) Documentation Worksheet**

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| **Transaction ID:** |       | **Beneficiary ID:** |       |
| **Beneficiary Name:** |       |
| **Contract Number:** |       | **Effective Date:** |       | **County Code:** |       |
| **Street Address:** |       |
| **City:** |       | **State:** |       | **ZIP Code:** |       |
|  |
| **Reason for Residence Address Change Request** *(Please be as detailed as possible)***:**       |
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| **Documentation Requirements For Residence Address Change Transaction** |
| Below you will find a list of acceptable documentation that may be used to substantiate a Residence Address Change request for the beneficiary listed above. Please provide a copy of one or more of the following documents to substantiate a Residence Address Change transaction and ensure that the documentation provided references the beneficiary's name: |
| **[ ]**  A residence verification survey/form |
| **[ ]**  A property tax statement |
| **[ ]**  An enrollment application form signed by the beneficiary |
| **[ ]**  A voter registration card |
| **[ ]**  A utility bill |
| **[ ]**  The telephone call log in which the organization verified the beneficiary's permanent residential address including:\* The date of the verification call by the organization\* The identification of the beneficiary and caller (if different than beneficiary)\* The information provided during the call/verification |
| NOTE: If any of the above documentation requires address clarification, please attach a document showing the address and county from an internet mapping utility which is based on U.S. Postal Service data (i.e. MapQuest, Google Maps). A document from an internet mapping utility alone is not considered acceptable documentation to substantiate a residence address change request. |

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