**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)***:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| |  | | --- | | **Documentation Requirements for Residence Address Change Transaction** | | Below you will find a list of acceptable documentation that may be used to support a Residence Address Change request for the beneficiary listed above. Please provide a copy of one or more of the following documents to support a Residence Address Change transaction and ensure that the documentation provided references the beneficiary's name: | | A Residential Address Verification form | | An enrollment application | | Property tax record, driver’s license record, voters registration record, utility bill | | Explanation of CMS System Cleanup | | Verbal/Electronic communication in which the organization verified the beneficiary's permanent residential address including:  \* The date of the communication by the organization  \* The identification of the beneficiary  \* Verification that the person providing the information has the authority to speak on behalf of the beneficiary  \* The information to support the residential address update provided in the communication | | 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 support a residence address change request. | | | | | | | | | | | | | | |

Revised 03/2022