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

**Enrollment Data Validation Review**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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