

4121-3-21

**Change of address.**

- (A) To effect a change of address, an employee shall file a signed request for such change, which request shall indicate the former address as well as the new address. ~~If an employee has more than one claim pending, he shall file a separate request for each claim.~~ When the change of address has been effected, the request for change shall be incorporated in the applicable claim file and the change of address will also attach to the other claim files of the injured worker.
- (B) Except for notice of hearing ~~and/or~~ notice of findings, as set forth in paragraph (C) of this rule, to effect a change of address, an employer shall file a signed request for such change, which request shall indicate the former address as well as the new address. ~~A separate request shall be filed in each claim pending against the employer's risk and shall be incorporated in the applicable claim file.~~ When the commission ~~or bureau~~ receives a request for a change of address from an employer, the commission ~~or bureau~~ shall notify the appropriate bureau section ~~which section shall effect the change of address upon its records.~~
- (C) If an employer desires for notice of hearing ~~and/or~~ notice of findings to be sent to an address other than the address used by the bureau for risk purposes, the employer shall send the commission a written request specifying the risk number and plant code. The request shall indicate the former address as well as the new address. The commission shall attach the aforementioned request to each claim bearing the risk number and plant code specified.

Effective:

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Certification

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Date

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