

# Request to Establish Out-of-Area Address

## Instructions

This form is used to verify that one or more covered members live outside the Memorial Hermann Network service area. Please complete Sections 1 and 2. If this address does not apply to everyone in the family, also complete Section 3. Send the completed form along with proof of residency (see p. 2) by any method below:

By Fax: Attn: Eligibility Department at (713) 338-4118

By Email: [MHHPGroupMaintenance@memorialhermann.org](mailto:MHHPGroupMaintenance@memorialhermann.org)

By Mail: Eligibility Department, 7737 Southwest Freeway, Suite C-97, Houston, TX 77074

### 1. Subscriber Information

SUBSCRIBER'S NAME:

SUBSCRIBER'S MEMBER ID NUMBER:

### 2. Out-of-Area Address

STREET:

APARTMENT # OR SUITE:

CITY:

STATE:

ZIP CODE:

DATE THIS ADDRESS CHANGE TAKES EFFECT:

DO ALL COVERED MEMBERS IN THE FAMILY LIVE AT THIS OUT-OF-AREA RESIDENCE?

YES

NO

MONTH:      DAY:      YEAR:

IF YOU ANSWERED "NO," PLEASE COMPLETE THE **Member Information** SECTION.

### 3. Member Information

IF ALL OF THE COVERED MEMBERS IN THE FAMILY DO NOT LIVE AT THIS OUT-OF-AREA RESIDENCE, PLEASE LIST THOSE THAT DO LIVE THERE BELOW:

**First Name**

**Last Name**

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## Proof of Residency

We need a photocopy of just one of the following suggested documents. If you would like to submit a different document, it is required that your name and out-of-area address appear on the document and that it be dated with a recent date. Please black out any other information on your submitted document that you do not wish to be seen.

- A lease agreement.
- High school, college or university report card or transcript for the current school year.
- Driver's license.
- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet or a residential rental/lease agreement.
- Valid, unexpired voter registration card.
- Motor vehicle or boat registration or title.
- Utility statement (including electric, water, natural gas, satellite TV or cable TV bill).
- Current homeowner's or renter's insurance policy or homeowner's or renter's insurance statement.
- Current automobile insurance policy or an automobile insurance statement.