

# SOCIAL SECURITY GUIDELINES

## REPORTING CLIENT CHANGES

### **Changes You Must Report To Us Immediately**

Address changes / when and where

Marriage, divorce or separation / when and where

Death / when and where and copy of death certificate

Working / start and stop dates / when and where

Admitted to hospital, nursing home or institution / when and where

Released from hospital, nursing home or institution / when and where

In jail / when and where

Released from jail / when and where

Any warrants issued / when and where

Leaving the United States for more than 30 days / when and where

Any activity that may impact the client or funds

Sunshine Payee Corp  
PO Box 7997  
St Petersburg, Florida 33734  
727 398-3655  
Email [info@sunshinepayee.com](mailto:info@sunshinepayee.com)