

**CHANGE OF ADDRESS** - *Please print out this form, fill in the requested information and return to the Division Order Department by one of the following methods:*

**By Mail:**

Valence Operating Company  
Attn: Division Order Department  
600 Rockmead Dr., Suite 200  
Kingwood TX 77339

**By Fax:**

(832) 644-7112

\_\_\_\_\_ **Owner/Company Name** \_\_\_\_\_ **Owner No.**

This form is being submitted to inform you of my/our new mailing address. To assist you in this process, please note the following:

**OLD ADDRESS:** (Address currently reflected on our records)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SSN/Tax ID No.: \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Include Apartment Number, if applicable*

SSN/Tax ID No: \_\_\_\_\_

Phone (Home/Office) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**VERIFIED:** *(Please Sign Below)*

\_\_\_\_\_ *\*Full Name* \_\_\_\_\_  
**Signature of Owner/Representative** **(PRINT) Name of Owner/Representative**

\_\_\_\_\_ **Date**