

**CLUB MEMBER INFORMATION CHANGES
(CHANGE FORM)**

Use this form to change/update the personal information for a member previously reported on a Renewal or New Member Per Capita Form for the current year.

Login to **CFRW.org** website.

Click **Members Center**

Click **Per Capita Reporting Center**

Scroll down and Click **Adjustment Notification Form**

- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club name.
- Enter the **Full name of Membership Chair** or designated Per Capita Reporter.
- Enter the **Email address of Membership Chair** or designated Per Capita Reporter.
Check email address for accuracy.
- Enter **Phone Number of Membership Chair** or designated Per Capita Reporter.
- Enter **First and Last Name of Member**.
- Check the appropriate box or boxes indicating the changes you are making.
 - **Name (Spelling or Change)**
 - **Change of Address**
 - **Phone number**
 - **Email Address**
 - **Status: Deceased**
 - **Other**
- Enter the changes you are making in the box.

Click **Submit**

You will receive an email confirming your Change Form submission. The changes will also be sent to the Data Center Manager.