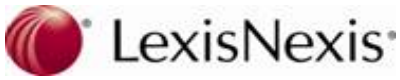

Randoms

Employee Update Form (Addition Deletion Form)

Please complete this form to inform LexisNexis about updates to your company's eligible employee list.

Please fax or email this to your Random Coordinator:
Kerri Mesa Fax: 678-893-9685 Email: kerri.mesa@lexisnexis.com

Customer Name:		**CUST ID:**	
Contact:		**Phone:**	
Pool ID:		**Email:**	

Pleas type or print clearly. Indicate in the Change Code field the action to be taken:

A: Add Employee **D**: Delete Employee **C**: Change Employee Info

Employee Name	**SS# or Employee ID**	**Change Code**