



Request for Documentation In Alternative Format

Tandia is committed to providing information in the format that meets your needs. If you need information in an alternate format, please use this form and let us know what format will work for you. Alternatively, call 1-800-598-2891 (Option 4# - ask for the Member Ombudsman) and make your request over the telephone.

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name of Document Required: _____

Additional Description of Document: _____

Format Requested: e.g. large print, html, text etc. (Please indicate any specific technical needs).

Date information is required: _____

Return this form to:

**Tandia
75 James Street South
Hamilton, ON L8P 2Y9
Attention: Member Ombudsman**

Internal Use – To Be Completed By Person Receiving Request		
Date Received	Document's Originating Department	Date Completed