

Process for Employee Name, Address & Beneficiary Changes

By Employee

- **Anthem** – Group Health Insurance coverage – If change is due to marriage or divorce, employee may elect to update coverage. Adding a spouse to coverage must be done within 30 days of marriage or during open enrollment. Newborns must be added within 30 days of birth. If adding a dependent, complete the **Health Insurance Enrollment Application**. If there is a name and/or address change only, complete the **Health Insurance Change Form**.
- **TRF or PERF** – Teacher Member should contact TRF at 888-286-3544 or Non-Certified Staff should contact PERF Member Line 888-526-1687 and Press 1. TRF/PERF can assist over the phone and can offer direction on making on-line beneficiary or address changes. Central Office can make only name changes online.
- **Dearborn National** – Group Life Insurance coverage - If change is due to marriage or divorce, employee may elect to update beneficiaries. Complete the **Life Insurance Beneficiary Form** with updated beneficiary info.
- **Security Benefit** – 401(a) retirement accounts to which corporation makes contributions. (This benefit applies to certified staff only.) Contact the agent's office, Logan Lavelle Hunt, in Evansville at 812-401-9206 to complete name or address changes. Or contact account representative Garrett Smith directly at garrettsmith@llhwm.com or by phone at 812-949-7444.
- **Security Benefit / Empower** – VEBA \$150 annual contribution or VEBA Health Insurance Opt-out contributions. (This benefit applies to only eligible certified staff members who receive either or both of these benefits.) Contact the agent's office, Logan Lavelle Hunt, in Evansville at 812-401-9206 to complete name or address changes. Or contact account representative Garrett Smith directly at garrettsmith@llhwm.com or by phone at 812-949-7444.
- **Form W-4** – An updated Form W-4 is necessary for a name and/or address change. Also, an employee may consider changing filing status if marital status changes or if the employee simply wishes to change tax withholdings. This form can be submitted at any time throughout the year.
- **Direct Deposit Authorization Form** – If making a bank change, complete a new direct deposit agreement.
- **Form I-9** – If name is changing, this form must be completed once the employee has received an updated driver's license and social security card. Copies of both forms of ID must accompany the form. ***This form must be completed and updated ID presented before a name can be changed for payroll purposes!***

(All forms are available on the school website under
"Employee Information & Personnel Forms".
Once applicable forms are printed and completed, they must be
returned to Central Office for processing.)

By Central Office

- Change in Komputrol Payroll Software
- Change in Komputrol Vendor Listing, if employee has been set up as a vendor
- Change on Service Card
- **Anthem** – Health, Dental, Vision & RX coverage – make changes online