



**Employee Information Change Form** further details on next page.

Name: \_\_\_\_\_ SSN or SPU ID#: \_\_\_\_\_

**Please complete form, print, sign, date and deliver to Human Resources**

Check all that apply:

Social Security Number Correction \_\_\_\_\_ Please bring Social Security Card to Human Resources.

Birth Date Correction \_\_\_\_\_ Please bring Birth Certificate or other legal document showing date of birth.

Address change — Provide information below, or update at [https://banweb.spu.edu/pls/prod/bwgkogad.P\\_SelectAtypUpdate](https://banweb.spu.edu/pls/prod/bwgkogad.P_SelectAtypUpdate) . **Note: it is not necessary to do this in both places.**

Phone change — Provide information below, or update at [https://banweb.spu.edu/pls/prod/bwgkogad.P\\_SelectAtypUpdate](https://banweb.spu.edu/pls/prod/bwgkogad.P_SelectAtypUpdate) . **Note: it is not necessary to do this in both places.**

Name Change: reason for change \_\_\_\_\_ Former name \_\_\_\_\_.

**For name change** please provide the original or a certified copy of one of the documents listed below. Also, you *must change your name with the Social Security Administration and bring in your updated card. Please see next page for further details.*

- Marriage Certificate or License
- Court Order Document
- Changed Driver's License
- Social Security Card

**Full Legal Name** (photo ID and name change document (see above) required to pick up ID Card from University Services).

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

**New Home Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Previous Home Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only:

**Name & Address Change**  
Banner PPAIDEN, PEAEMPL-  
(US Regulatory-SSname)  
Fidelity

Cigna  
WDS  
BAC  
LTC Solutions  
Emeriti

**Name Change Only**  
Cigna Spreadsheet  
VSP  
EE File

If you've experienced a name change you must:

**Contact the Social Security Administration** to change the name on your Social Security card (the name on your social security card must match your pay records):

To report a name change, fill out an [Application for a Social Security Card](#) (Form SS-5). You can get the form by visiting [www.socialsecurity.gov](http://www.socialsecurity.gov) on the Internet or any Social Security office or by calling Social Security's toll-free number, 1-800-772-1213.

Please consider the below steps as well:

**Will this name change lead to a change in insurance benefits?** You have only 30 days to make benefit changes as a result of marriage, divorce, legal separation, or annulment.

Contact either Carrie McCrimmon, [mccric@spu.edu](mailto:mccric@spu.edu), (206) 281-2676 or Mardeth Hughes, [mhughes@spu.edu](mailto:mhughes@spu.edu), (206) 281-2816 to receive the appropriate paperwork to affect the change.

If you will be removing your former spouse due to divorce/legal separation/annulment they will receive a communication from our COBRA administrators, CMS Services. He/she should also receive from Premera a notice that indicates how long he/she was covered under our medical plan (this info might be needed when applying for subsequent medical insurance).

**Please be prepared to provide your former spouse's address so that CMS might send the COBRA letter direct.**

**Do you need to change your W-4?**

The W-4 indicates appropriate tax deductions from your paycheck. Complete a new W-4 to indicate your change in marital status. You may also make changes to your personal allowances at the same time. : <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

**Will you need to change beneficiaries for your Life Insurance/Accidental Death & Dismemberment Insurance?**

Visit the Human Resources Forms page to print and complete the Enrollment and Change Form. Contact Carrie McCrimmon, [mccric@spu.edu](mailto:mccric@spu.edu), (206) 281-2676 if you need help locating the form.

**Are your Emergency Contacts changed?** These are the people that will be contacted if something happens to you. **What about your SPU-ALERT contacts?** If there is an emergency on campus, this is how SPU would contact you (or other people if you so designate). You can accomplish changes to both of these through Banner Self-Service under the Personal Menu Tab: <http://www.spu.edu/Apps/>

**Are you participating in the Defined Contribution Retirement Plan 401(a); or Employee's Savings Plan 403(b)?**

SPU will update your name at Transamerica, you will need to contact them to update your beneficiary if necessary. If you have accounts from a previous vendor you will need to contact them to update your name, address and beneficiaries information:

TIAA-CREF 1-800-842-2776

Fidelity 1-800-343-0860 (name changes made by vendor: address changes made by Jackie Belz)

Transamerica Retirement Solutions 1-800-755-5801 (beneficiary updated by vendor, name and address changes made by Jackie Belz)