



Human Resources

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hr@kings.edu

EMPLOYEE INFORMATION CHANGE FORM

Name: (former) _____ ID# or SSN _____

Effective Date: _____

Please check all that apply:

☐ Address Change

- Must submit a new W-4 and Residency Certification Form for local tax withholding purposes.
- Please indicate your local tax withholding rate _____% If you are unsure check with tax preparer.

☐ Phone Change

☐ Name Change— Marriage ____ Divorce ____ Other ____

- Must submit a new Social Security Card as the IRS requires the Social Security Card to match payroll records

Address Change:

Street: _____

City: _____ State: _____ Zip: _____

Phone Change:

Phone Number: _____

Name Change:

First _____ Middle: _____ Last: _____

Please elect the King's College benefits that you have that with us:

☐ Health Care

☐ Vision

☐ Dental

Are you participating in the TIAA CREF retirement program? To update your name, address, and/or beneficiary information please log on to your online account or contact them at 800-842-2776.

Signature

Signature: _____ Date: _____

For Office Use Only:

☐ CHCK

☐ E-mail Vendors

☐ Staff Notice-if name change

☐ ADR

☐ ETAX

☐ BIO— marital status

Turn Over

Since you have experienced a change you may also want to consider the below steps at this time:

Will this name change lead to a change in insurance benefits:?

- You have only 31 days to make benefit changes as a result of marriage, divorce, or legal separation. Go to <http://www.kings.edu/hr/benefits> to get a Blue Cross Enrollment/Change form or contact Human Resources to receive the appropriate paperwork.
- If you will be removing your former spouse due to divorce/legal separation it is required you supply a legal document or decree showing the divorce/legal separation.

Did you have changes in your family status and would like to elect, change or drop medical spending?

- You may elect coverage, change your annual election, or drop coverage as a result of a qualifying change in family by completing the Enrollment Change Form within 31 days from the date of the qualifying change in family. Please contact Human Resources for an Enrollment Change Form.

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

- Visit <http://www.kings.edu/hr/benefits> to print and complete a Standard Insurance Enrollment & Change form or contact Human Resources.

Have your emergency contacts changed?

- These are the people that will be contacted if something happens to you. Visit <http://departments.kings.edu/hr/NewForms/New%20Employee%20DemographicDataCard2009.pdf> to acquire a Employee Demographic Card where you can update your emergency contact information or contact Human Resources.

Are you participating in a TIAA CREF retirement plan?

- To update your name, address, and beneficiaries please log on to tiaa-cref.org or call 800-842-2776.