



## **EMPLOYEE STATUS CHANGES**

As an employee of KCSOS, there are certain documents that are required in order to update your current personal status. Following is a list of status changes and the appropriate documents required to update your records:

- Name changes – Original social security card with new name or official receipt verifying new name from Social Security Administration.
- Marriage – Certified copy of marriage license
- Divorce – Official copy of final decree from court
- Domestic Partnerships – Official Declaration of Domestic Partnership
- Birth(s) – Certified copy of Birth Certificate
- Full-time students (age 19-25): Verification of current full time status from college or university
- Death – Certified copy of Death Certificate

*To add/delete dependents to your Health Benefits (Blue Cross, California Care, Health Net or Kaiser Permanente), you must provide a marriage certificate, birth certificate, adoption papers, divorce decree or court ordered papers related to the dependent status change.*

In addition to providing the above documents, the following is a list of forms that you may want to update, based upon your personal status change.

- **Name and/or Address Change Form** - this form will only change your name and/or address on your personnel file, health benefits (Blue Cross, California Care, Health Net or Kaiser Permanente), CalPERS/CalSTRS and payroll.
- **CalPERS/CalSTRS 457 Plan** – beneficiary changes
- **Basic Life Insurance**
- **Voluntary Term Life** (a supplemental to basic life)
- **Designation of Beneficiary** (GC Section 53245)
- **Personal and Emergency Data Card**
- **W-4 (Federal) / DE-4 (State)** – check with your tax advisor
- **Direct Deposit account changes**
- **Prudential** (accidental death)
- **Mutual of Omaha** (long-term disability income protection)
- **AFLAC** (short-term disability income protection)
- **The Standard** (a disability income protection for CTA members)