

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
- **Authorization for Pay Distribution** - Direct deposit account changes
- **Prudential** - Accidental death
- **Sun Life Financial** - Long-term disability income protection
- **AFLAC** - Short-term disability income protection
- **The Standard** - A disability income protection for CTA members