



CHANGE OF NAME, ADDRESS, OR PHONE NUMBER

Name: _____ Date: _____
 Department: _____ Employee number: _____

If Changing Address or Phone Number:	If Changing Name:*(Please print as it appears on your updated U.S. Social Security Card.)
New address: _____	New name: _____
City, State, Zip Code: _____	Married: _____ Single: _____
New phone number: _____	Please Note: Name changes cannot be processed prior to change being made through U.S. Social Security Administration.
Secondary phone number: _____	

Emergency Contact:	Name:	Phone:	Relationship:

ADDRESS OR PHONE NUMBER CHANGE

- Notify your financial institution and/or **Health Care Idaho Credit Union** (381-2099 or 706-5900).
- Notify **ING** if you have a St. Luke's 403(b) account. Log on to www.ingretirementplans.com to make the change yourself or contact the **St. Luke's Retirement Plan Specialist** (381-7046) for assistance.
- Notify **Pinnacle Pension Services** (344-2111, ext. 20) if you are a **Flexible Spending Account** participant.

PLEASE NOTE: If you are currently enrolled in the St. Luke's Group Health Insurance Plan, we will forward a copy of this form to **The Medical and Dental Claims Administrators** for you.

NAME CHANGE

***PLEASE BRING IN YOUR ORIGINAL MARRIAGE CERTIFICATE / DIVORCE DECREE OR COURT ORDER TO MAKE CHANGE.**

- Name changes cannot be processed prior to change being made through the U.S. Social Security Administration. Please bring your new social security card into Human Resources for processing.**
- If your marital status has changed, complete a new **W-4** (form available in the cafeteria or Human Resources or on-line at *Inside St. Luke's*).
- Complete a new **Beneficiary Designation** form for life insurance if you wish to change your beneficiary (form is available in Human Resources or on-line at *Inside St. Luke's*). **Please include Supplemental Life Insurance form changes.**
- If you have a new spouse or are recently divorced, you have within **60 days** following the date of marriage or divorce to add or delete a dependent on your **health insurance**. Group Health Insurance Enrollment forms are available in the cafeteria, Human Resources or on-line at *Inside St. Luke's*. Please bring your original marriage certificate or divorce decree to Human Resources. A copy will need to be attached to the form. If you exceed the **60 days**, your dependents will be dropped but your **premiums will not be adjusted until April 1st of each year** (during Annual Enrollment).
- Notify your financial institution and/or **Health Care Idaho Credit Union** (381-2099 or 706-5900).
- Notify St. Luke's Retirement Plan Specialist (381-7046) if you have a St. Luke's 403(b) account through ING.
- Notify **Pinnacle Pension Services** (344-2111) if you are a **Flexible Spending Account** participant.
- If you need a new **photo ID**, call Security (Monday - Friday from 7:00 a.m. to 4:00 p.m.) to schedule an appointment (381-2292) or Meridian Human Resources (Monday - Friday from 8:00 a.m. to 4:30 p.m.) to schedule an appointment (706-5240).

Copies: White - Human Resources Yellow - Benefits Pink - Department Director Gold - Employee