



NAME / ADDRESS CHANGE FORM

Please return this form to: CENTRAL WASHINGTON UNIVERSITY, Human Resources, Bouillon Hall, Room 140, Mail Stop 7425, (or) mail to Human Resources, 400 E. University Way, Ellensburg, WA 98926-7425

Note: We are required to ensure that you are paid under the same name as the Social Security Administration has on file. For **NAME** changes, please bring your Social Security card with this form to Human Resources, or attach a photocopy of your Social Security card. **Please submit a new W4 form with your new name to the Payroll department. Your I-9 needs to be modified to reflect your new name: Ask H/R receptionist** *This is not necessary with an address change.*

- Faculty
 Classified Staff
 Exempt
 Temporary hourly
 Retiree

NAME CHANGE

Employee ID# <u>or</u> Social Security #:		Effective date of change:
New Name:		
Former Name:	Department:	
Is this a change in marital status (for benefits eligibility information): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signed:		Date signed:

ADDRESS CHANGE

Employee ID# <u>or</u> Social Security #:		Effective date of change:
Name:	Department:	
New Address: _____		
Signed:		Date Signed:

For Human Resources Use Only:

<input type="checkbox"/> For name change, verify Social Security card by _____	
<input type="checkbox"/> Change name/address in PeopleSoft by _____ (Must be 1 st day of effected pay period)	
Original to HRA: Actions <input type="checkbox"/> Change personnel file name, file original <input type="checkbox"/> Notify department of name change <input type="checkbox"/> Send copy to Faculty Affairs: MS7403 (Faculty) <input type="checkbox"/> Email OEO & HELP Desk of name change <input type="checkbox"/> Give copy to benefits	Copy to Benefits Assistant: Actions <input type="checkbox"/> Change benefits file name, file copy <input type="checkbox"/> HCA: Name / Address <input type="checkbox"/> Med/Dental eligibility (Add or COBRA) <input type="checkbox"/> Beneficiary change: Life and Retirement <input type="checkbox"/> Retirement vendors: Name / Address

Central Washington University

400 E. University Way Ellensburg, WA 98926-7425 509-963-1202 FAX 509-963-1733 Job Line 509-963-1562

Retirement Vendors Address Change information

FIDELITY INVESTMENTS:

The Human Resources, Benefits office will change addresses online

<http://www.fidelity.com/workplace/index.shtml>

To change a **NAME**, the participant must send in a copy of their marriage certificate showing their new name, along with a letter of instruction. If the name change is due to divorce, a copy of the court document permitting the name change is required.

Fidelity Investments
PO Box 770002
Cincinnati, OH 45277-0090
1-800-343-0860

TIAA-CREF:

Change on WEB at: www.tiaa-cref.org

Phone: 800-842-2733. Hearing or speech impaired phone: 800 842-2755

Postage paid change of address envelopes available in H/R

To protect against fraud, TIAA-CREF will mail confirmation of the change to the new and the old addresses.

VANGUARD:

<http://flagship.vanguard.com/web/corpccontent/CorporatePortal.html>

Phone Participant Services at: 1 800-523-1188

Participants may now change their own address online at:

<https://personal.vanguard.com/us/home?fromPage=portal>

The Vanguard Group
Attn: Plan 91424
PO Box 1101
Valley Forge Pa 19482