

## A QUICK GUIDE FOR EMPLOYEES WHO CHANGE ADDRESSES OR FAMILY STATUS

### What forms do I need to fill out if I **CHANGE MY ADDRESS**?

- Address Change Form (you may want to initial if you want to change your addresses for insurance and retirement benefits.)

### What forms may I want to fill out if I get **MARRIED** or **DIVORCED**?

- Address Change Form (you may want to initial if you want to change your addresses for insurance and retirement benefits.)
- W-4
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance – Decide if you need to reevaluate your employee life insurance amounts
- Dependent Life Insurance – Decide if you need to add or delete basic dependent life or apply for supplemental dependent life
- Group Life Insurance Beneficiaries
- Utah Retirement Beneficiaries
- 401K Beneficiaries
- Flexible Spending Account – Decide if you need to reevaluate your election amount and if you need to add or delete cards for dependents.
- In case of marriage, please bring a copy of your marriage certificate.
- In case of divorce, please bring the first and last page of your divorce papers.
- In cases of divorce, Tooele City may need to inform an ineligible dependent or dependents of his/her right to COBRA continuation. Please bring an address for each dependent being removed from your health, dental, or flexible spending account coverage.

*These forms MUST be completed and turned into the Human Resource Department WITHIN 30 DAYS OF THE CHANGE IN FAMILY STATUS. Please plan for approximately 15 minutes or longer to fill out these forms.*

### What forms may I want to fill out if I have a **NEWBORN** child, **ADOPT** a child, or **OBTAIN CUSTODY** of a child?

- W-4
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance – Fill out a change form to add your child to dependent life insurance. Decide if you need to reevaluate your dependent life or supplemental life insurance needs
- Group Life Insurance Beneficiaries
- Standard Insurance Life Insurance Beneficiaries (rider plan to your STD policy)
- Utah Retirement
- 401K

□ Flexible Spending Account

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*If you are making changes as a result of custodial change, you will need to bring in your court papers.*