

## Name Changes – What You Need To Do...

If you are changing your name, you must take the following actions to update personnel, payroll, and benefit records. [Links](#) to the forms are inserted below where available.

1. Complete a new [W-4 Form](#) (for payroll)
2. Bring in your new **Social Security card** for HR or Payroll to copy. If you have a marriage license or divorce decree, bring that as well.
3. Complete a [New Employee Payroll Information](#) form (for HR/**Payroll**)
4. **Health Benefits (ODS) and Optional Benefits (Standard & Unum)** through OEBC can be updated with one change to your OEBC account. For name changes, you must request that Human Resources update your OEBC record. Please email [hr@cocc.edu](mailto:hr@cocc.edu) to make the request.
5. **Flexible Spending Accounts (FSA)**. If you have a health savings or dependent savings account, you will need to follow the name change instructions here: [Change Form](#) or contact Manley customer service at 800-422-7038.
6. **PERS** will be notified once we have changed your name in Banner
7. **PERS** – complete a new Designation of Beneficiary [IAP: Pre-Retirement Designation of Beneficiary Packet](#) for PERS or use [Pre-Retirement Designation of Beneficiary Packet](#) *if you are in Tier One or Two*