



NAME AND ADDRESS CHANGE

It is important that OSU and benefits vendors have your current name and address to avoid lost communications. Below are the procedures to change a name and/or address on your personnel records and benefit programs.

Human Resources Benefits and You

Personnel Records and HRS: There are several ways to change your address. You can update it through *Web for Employees*, <http://webemp.okstate.edu/>, you may also complete an *OSU Personal Information Form* available at <http://hr.okstate.edu>, or make a written

request, which can be faxed to (405) 744-8345 or submitted to OSU Benefits at 106J Whitehurst. Be sure to include your name, identification number, and sign the request. Current OSU employees may also send an e-mail request to osu-benefits@okstate.edu from a current OSU e-mail address.

You are always welcome to visit OSU Benefits, 106 Whitehurst, to update your information. Upon verification of your identification (photo ID preferred), OSU Benefits will update your address. You may also call (405) 744-5449 to report the address change. We will ask you a couple of questions to verify your identity.

To change your name on the Human Resources System (HRS), send or bring a copy of your new social security card (with your new name) to OSU Benefits, 106 Whitehurst. Within 48 hours of your name change being processed in HRS, you will have the ability to change the name associated with Information Technology Services (e-mail, etc.). After completing the HR name change process, check the O-Key Account Management system <https://app.it.okstate.edu/okey/> to update the name associated with your IT services.

Employee ID Card: After your name change is processed on HRS, you may request a new employee ID card at 113 Math Science. You will need to verify your identity with a photo ID. Call (405) 744-8434 with questions about the employee ID process.

Health, Dental, and Vision Plans: To change your address and/or name for healthcare, dental, or vision insurance, complete an *OSU Personal Information Form* located at <http://hr.okstate.edu>. Return the form to OSU Benefits, 106 Whitehurst, for processing. OSU Benefits will make the change with BlueCross BlueShield and OSEEGIB.

Life Insurance: OSU Benefits' name and address records are used for your life insurance policy. No additional action is required.

Flexible Benefits Plan: OSU Benefits will make the change with WageWorks.

Long-Term Disability and Cancer Care: If you are currently enrolled in long-term disability or cancer care, your new address or name would be updated at the time of a claim.

Long-Term Care: To change your name and/or address with John Hancock, you may call (800) 482-0022.

Oklahoma Teachers' Retirement: You may change your name or address by contacting OTRS, (877) 738-6365.

TIAA-CREF Retirement: To change your address with TIAA-CREF, use the *TIAA-CREF Change of Address* form found at <http://hr.okstate.edu>. Send the forms to TIAA-CREF, 730 3rd Avenue, New York, NY 10017-3206.

To change your name, contact TIAA-CREF at (800) 842-2776. They will need your social security number, your previous name, and your new name. They will also require a certified copy of any court order or other document authorizing the name change.

Other University Records: You will also need to change your name or address on other University records such as the Bursar's and/or Registrar's offices. Contact those offices for additional information.

If you need assistance in accessing *Web for Employees*, call or come by OSU Employees Services 106 Whitehurst, (405) 744-5449. We will be glad to assist you.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.