



NAME AND ADDRESS CHANGE

Human Resources Benefits and You

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 within the Banner System and benefit programs.

Human Resources Records: To change your address, please complete an [OSU Personal Information Form](#) and return the form to OSU Human Resources, 106J Whitehurst or submit by email to newhire@okstate.edu.

To change your name in the Banner System, send or bring a copy of your new social security card to OSU Human Resources, 106J Whitehurst. Within 48 hours of processing your name change in the Banner System, you will have the ability to change the name associated with Information Technology Services by logging in to the [O-Key Account Management System](#).

Employee ID Card: After your name change is processed, you may request a new employee ID card at 421 Classroom Building. For questions about the ID process, call (405) 744-8434.

Benefit Plans: Completing the [OSU Personal Information Form](#) will change your address with the following benefit vendors; BlueCross Blue Shield of Oklahoma, Cigna Dental, Eyemed Vision Care, Chard Snyder, Benefit Wallet, and Lincoln Financial.

American Fidelity Assurance: You may change your name or address by contacting AFA, (800) 933-1853 x8814.

Oklahoma Teachers' Retirement: You may change your name and/or address by contacting OTRS, (877) 738-6365 or by completing a [Personal Data Form](#) and sending it directly to OTRS at P.O. Box 53524 Oklahoma City, OK 73152.

TIAA Retirement: Complete and return the [TIAA Change of Address Form](#) to TIAA, 730 3rd Avenue, New York, NY 10017- 3206.

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

Oklahoma Law Enforcement Retirement System: You may change your name and/or address by contacting OLERS, (877) 213-0856.

Questions? Contact OSU Benefits, 106J Whitehurst, (405) 744-5449, or email osu-benefits@okstate.edu.

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.