



Engaging the culture, changing the world.

Seattle Pacific UNIVERSITY

Human Resources

3307 3rd Ave W Suite #302  
Seattle, WA 98119-1957

Phone (206) 281-2809 Fax (206)281-2846

## Employee Information Change Form

Please check all that apply:

- Address change
- Phone change
- Name change: reason for change \_\_\_\_\_ Former name \_\_\_\_\_

For name change please provide the original or a certified copy of one of the following:

- Marriage Certificate or License
- Court Order Document
- Changed Driver's License

**Full Legal Name** (photo ID and name change document (see above) required to pick up ID Card from University Services).

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

### New Home Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

### Previous Home Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only:

Name and Address Change  
Banner  
BAC  
Emeriti  
Premera  
LTC Solutions

WDS

Name Change Only  
Vol Life & AD&D  
VSP  
File

Since you've experienced a name change you may also want to consider the below steps at this time:

- **Will this name change lead to a change in insurance benefits?** You have only 30 days to make benefit changes as a result of marriage, divorce, legal separation, or annulment. Contact either Carrie McCrimmon, [mccric@spu.edu](mailto:mccric@spu.edu), (206) 281-2676 or Mardeth Hughes, [mhughes@spu.edu](mailto:mhughes@spu.edu), (206) 281-2816 to receive the appropriate paperwork to affect the change.

If you will be removing your former spouse due to divorce/legal separation/annulment they will receive a communication from our COBRA administrators, CMS Services. He/she should also receive from Premera a notice that indicates how long he/she was covered under our medical plan (this info might be needed when applying for subsequent medical insurance).

**Please be prepared to provide your former spouse's address so that CMS might send the COBRA letter direct.**

- **Do you need to change your W-4?**  
The W-4 indicates appropriate tax deductions from your paycheck. Complete a new W-4 to indicate your change in marital status. You may also make changes to your personal allowances at the same time. : <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **Will you need to change beneficiaries for your Life Insurance/Accidental Death & Dismemberment Insurance?**  
Visit the Human Resources Forms page to print and complete the Enrollment and Change Form. Contact Carrie McCrimmon, [mccric@spu.edu](mailto:mccric@spu.edu), (206) 281-2676 if you need help locating the form.
- **Are your Emergency Contacts changed?** These are the people that will be contacted if something happens to you.  
**What about your SPU-ALERT contacts?** If there is an emergency on campus, this is how SPU would contact you (or other people if you so designate).  
You can accomplish changes to both of these through Banner Self-Service under the Personal Menu Tab: <http://www.spu.edu/Apps/>
- **Are you participating in the Defined Contribution Retirement Plan 401(a); or Employee's Savings Plan 403(b)?** To update your name address and beneficiaries information please contact the appropriate vendor at:
  - TIAA-CREF 1-800-842-2776
  - Fidelity 1-800-343-0860
  - Vanguard 1-800-662-2732