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.)

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

- ☐ Address Change Form
- ☐ W-4
- ☐ Health Insurance
- ☐ Dental Insurance
- ☐ Vision Insurance
- ☐ 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

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.

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2. 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 – 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
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