

## Handy List

Status Changes: Name or Address, Marriage, Birth, Adoption, Divorce,  
Death, Loss of Spousal Coverage

Contact/Agency	Update Your Status
Places where you may need to update your address, etc.	Banking Accounts Cell Phone/Telephone Credit Card Driver's License Insurance Agent - Car, House, Rental IRAs Mortgage Loan Company Property Taxes Social Security/Medicare Utilities – Cable, Electric, Internet, Water, etc. Voter Registration
To change your status, payroll deductions; add/delete dependents, etc.  Payroll - 339-4047	Direct Deposit W-4/Withholding Life Insurance Policy Mailing Address WRS – Pension Plan
Deferred Comp Plans To change your status, payroll deductions, etc.  Payroll – 339-4047	Wisconsin Deferred Compensation Program Alex Brost – (608) 241-6604  Nationwide Retirement Solutions Kerryl Johnson – (608) 825-251
Benefits To change your status; add/delete dependents, etc.  HR – 339-4045	Changes must be communicated to HR within 31 days of status change; 60 days to add a newborn from date of their birth. <b>NOTE: We do not have annual open enrollment for dental.</b>  Require proof of name change with social security card.
Deferred Comp Carriers & ETF  To update your beneficiaries.  Contact Payroll for the form – 339-4047 Return form to ETF.	Wisconsin Deferred Compensation Program Alex Brost – (608) 241-6604  Nationwide Retirement Solutions Kerryl Johnson – (608) 825-2516  ETF/WRS Pension & Life Insurance – the beneficiaries you select apply to your Pension & Life Insurance.