Handy List

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

<table>
<thead>
<tr>
<th>Contact/Agency</th>
<th>Update Your Status</th>
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</table>
| 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. | Direct Deposit  
W-4/Withholding  
Life Insurance Policy  
Mailing Address  
WRS – Pension Plan |
| Payroll - 339-4047                                    |                                                                                     |
| Deferred Comp Plans                                  | Wisconsin Deferred Compensation Program  
Alex Brost – (608) 241-6604  
Nationwide Retirement Solutions  
Kerryl Johnson – (608) 825-251 |
| To change your status, payroll deductions, etc.      |                                                                                     |
| Payroll – 339-4047                                   |                                                                                     |
| Benefits                                            | Changes must be communicated to HR within 31 days of status change; 60 days to add a newborn from date of their birth.  
**NOTE: We do not have annual open enrollment for dental.**  
Require proof of name change with social security card. |
| To change your status; add/delete dependents, etc.   |                                                                                     |
| HR – 339-4045                                       |                                                                                     |
| Deferred Comp Carriers & 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. |
| To update your beneficiaries.                       |                                                                                     |
| Contact Payroll for the form – 339-4047             |                                                                                     |
| Return form to ETF                                   |                                                                                     |