



## Address/Name Change Process

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- ❖ This process applies to legal name changes warranting updates to employee HR, payroll, and benefits records and to account usernames
- ❖ Please note that a name change should only be submitted once an employee has an updated social security card displaying his or her new name
- ❖ Human Resources will approve a name change only when accompanied by a copy of the new social security card displaying the new name

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### For Employee:

- ❖ For name change, notify your Department Head of your legal name change once you have received an updated social security card.
- ❖ Note: All forms mentioned below are available at [www.churchillcounty.org/EmployeeInfo](http://www.churchillcounty.org/EmployeeInfo)
- ❖ Notify Human Resources (HR) of your legal name change or your address change by submitting a Change of Address/Name form). This form will cover your change within the county's payroll system, as well as with Cigna (for medical and dental insurance) and Superior (for vision insurance).
  - A copy of your new social security card displaying the new name is to be sent to HR with the Change of Address/Name form.
- ❖ Complete and submit a new W-4 (with your new name and/or address) to HR.
- ❖ If you are a PERS-eligible employee, complete and submit a PERS Change Form to HR.
- ❖ For other benefits you may be enrolled in, complete and submit the appropriate form(s) directly to the benefit provider(s).

**Note:** If your name or address change is the result of a life event such as marriage or divorce, you may be able to request an opportunity to adjust your benefits. Please contact Geof Stark at [gdstark@churchillcounty.org](mailto:gdstark@churchillcounty.org) or 428-1311 for further information.