

Western Connecticut State University
Change of Employee Address/Name /Emergency Contact

Employee Name: _____

ADDRESS CHANGE:

New Address: _____

New Telephone No: _____

Please Note: If you are enrolled in any of the following programs: Deferred Compensation, Tax Sheltered Annuity, MetLife, Liberty Mutual Insurance Company or a Credit Union the employee must contact them to notify them of address changes.

UPDATE EMERGENCY CONTACT INFORMATION:

Name: _____

Address: _____

Telephone: _____

Relationship: _____

For Office Use Only

- Core-CT Dependent Data: change dependents address
- Banner - PPAIDEN
- CO-931 form
- Alternate Retirement Plan (if applicable) Employee must call ING Financials at 1-800-584-6001
- TIAA-CREF Retirement (if applicable) Employee must call TIAA-CREF 1-800-842-2776 (former accounts only)
- Maintenance Employees Only – Copy of Change form to Fred
- Send e-mail to Fiscal Affairs (Tammie Battista and Carol Pepe)
- Lecturers, Part-time Coaches and Counselors Only – Copy of Change form to Lisa H.

NAME CHANGE:

New Name: _____

Please Note: A copy of the employee's new social security card is required for Name Change.
Employee must contact the Alternative Retirement Plan (ING) representative for Name Changes.

For Office Use Only

- Banner – PPAIDEN
- CO-931 form
- Alternate Retirement Plan – Employee must contact ING Financials at 1-800-584-6001

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Other Items Possibly Needing Change: Marital Status (Core-CT and tax status)
Beneficiary Changes (retirement, group life insurance)
Address Change Core-CT Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Personal Data, Address History, Add a row.
Dependent Data Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Personal Data, Address
Name Change Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Personal Data, Name History, Add a row to Name History Block.
Emergency Contact Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Emergency Contact