

# Covenant HealthCare Employee Change Form

Today's date: \_\_\_\_\_

Effective date of change: \_\_\_\_\_

Employee Name (before change if any)

Employee #

SS#:

## Section A. New address & Phone (Please print):

Street/P.O.#/Apt. #

City

Zip Code

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Must list even if the same)

**Emergency contact:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship:  Spouse  Parent  Other \_\_\_\_\_

## Section B. Name Change (Please print): If completing this section return to Human Resources.

Reason for change:  Marriage  Divorce  Other \_\_\_\_\_

New Full Name: \_\_\_\_\_

## Section C. Spouse (Please print): If completing this section return to Human Resources.

Attach copy of marriage certificate  Attach copy of dated last page of divorce decree

Spouse's full name: \_\_\_\_\_

Spouse's Social Security Number

Date of Birth

If marriage, would you like to add your spouse/dependents onto your medical &/or dental plans? Please ask for the necessary forms.

If divorcing and carried spouse on your insurance, to what address may we send them federally mandated information?

Street/P.O.#/Apt. #

City

Zip Code

Signature of the person completing this form

Date

### FOR HR USE ONLY:

AS400 entry  EE File  EE Health (fax# 3-4892)

Insurance Forms:  Requested  Complete

Vendors:  Health  Dental  Vison  Spen Acct.

## **WHAT YOU NEED TO KNOW WHEN CHANGING/UPDATING YOUR RECORDS WITH THE HUMAN RESOURCE DEPARTMENT!**

Did you just move? The address you enter on this form is where your pay check/stub will go. The following information should be reviewed (and changed if applicable) to keep your records current and up-to-date.

We handle all your insurance and payroll information, however, you should fill out a city income tax form if changing from non-city resident to city resident or vice versa and return this form to the payroll department.

You may also need to fill out a new savings bond if you presently have them through Covenant. Contact Payroll.

Did you have a recent name change? Please return this form to Human Resources. Don't forget that you must do the following to keep your records current and up-to-date.

- Sign a new life insurance beneficiary card
- Notify your manager and the Employee Health office
- Need to fill out city, state & federal tax forms
- Need to fill out a new savings bond if presently have them through Covenant
- Need to call the credit union & TSA carrier if a member

Did you have a recent marriage/divorce/birth/adoption? Please return this form to Human Resources. Don't forget that you must do the following to keep your records current and up-to-date.

- Attach a copy of the necessary paperwork to the Change Form.
- Need to fill out insurance forms to add new dependent/spouse to insurances that you carry through Covenant (health & dental only)