
WHAT THINGS SHOULD I CONSIDER WHEN I GET MARRIED?

Congratulations on your marriage! This life event is a "qualifying status change" in terms of your benefits. That means you may change your benefit enrollment without having to wait until the annual open enrollment period. Please be sure to make your changes by completing and submitting the appropriate forms to Human Resources within **31 days** of your wedding. If you were married prior to the 16th of the month your changes will be retroactive to the first of the month. If your marriage occurred on or after the 16th of the month, your premium changes will be effective the first day of the month following your marriage. If you do not notify Human Resources within **31 days** of the event, you will need to wait until the next Open Enrollment period to make your changes.

Personal Information Change

☐ [Change of Address & Emergency Contact Form](#)

Making sure your home address is correct in the HR system is critical so you will continue to receive special mailings that are sent to the home address.

☐ [W-4](#)

To update your Tax withholding status, if you choose to change it.

☐ [Direct Deposit](#)

To update your electronic funds transfer, if applicable.

Name Change

☐ [Request A New Social Security Card](#)

Please call Social Security at 1-800-772-1213 or locate the nearest Social Security office on the Internet at <http://www.socialsecurity.gov> if you have questions.

☐ **Correct your SSN and Last Name at the College**

You will need to visit the HR office to show your new social security card with your new last name on it.

☐ **Name Badge**

Please contact the Office of Human Resources at hr@lclark.edu or 503-768-6235.

☐ **E-Mail**

Once you have visited the HR office, your new name will be automatically uploaded to the Office of Information Technology. Please email infosys@lclark.edu or 503-768-7020 for more information.

☐ **Business Cards**

Please contact the Office of Public Affairs and Communications at pubcom@lclark.edu or 503-768-7970.

Benefit Changes

Marriage is a "qualifying status change" in terms of your benefits. This means that you can change most of your benefit elections without waiting until the annual open enrollment period.

☐ [Marriage/Domestic Partner Affidavit](#)

Please complete the affidavit for your benefit file as documentation of your spouse's benefit eligibility.

☐ [Medical, Dental, Vision, Flexible Spending Account, and Life Insurance Beneficiary](#)

- a. Will you be adding your spouse to your benefits?
- b. Changing to your spouse's benefit program?
- c. You may also elect to participate in or change the amount you contribute to your Health Care and/or Dependent Care Flexible Spending Account (FSA).
- d. Please update the beneficiary of the Group Term Life Insurance policy the College purchases for you (if eligible).

You will need to complete the Benefit Enrollment/Change form within 31 days of the marriage. Also required is a completed Marriage/Domestic Partner Affidavit.

☐ [Voluntary Life Insurance](#)

You may want to consider purchasing Voluntary Group Term Life Insurance or Dependent Group Term Life Insurance for your spouse and his or her children or changing the amount of life insurance you currently purchase for yourself.

☐ [Retirement](#)

Call TIAA-CREF at 800-842-2776 or [Log in online](#) to update your beneficiary designation. You may also want to participate or change your retirement contributions by completing a new salary reduction form.

☐ [Tuition Assistance](#)

Tuition assistance may be available for your spouse and his/her children. Please contact Rosslyn Nayer at rosslyn@lclark.edu or 503-768-7200 for more information.

☐ [Employee Assistance Program](#)

Engagement and marriage can be stressful in many ways. EASE offers confidential, professional counseling and referral services to help you and your spouse with any issues that may arise including free financial planning. Please contact info@easeap.com or 503-228-3223 to get started.

Questions?

Contact the Office of Human Resources at hr@lclark.edu or 503-768-6235. For assistance with any benefit elections please visit the [benefits website](#). You can also set up an individual consultation with a Benefit Specialist to go over your coverage and options.