

Required Forms for Life Changes

Eligible employees can change benefits at the time of hire, during Open Enrollment, or after a qualifying life event. The change forms listed below can be obtained on the [Current Employees](#) page on InsideLane or by contacting benefitsandwellness@co.lane.or.us.

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Address and/or Phone Changes

Required Forms

<input type="checkbox"/> Personal Data Change Form	Return to Human Resources. Required only if you do <u>not</u> have access to Employee Self-Service .
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Optional Forms

<input type="checkbox"/> AFSCME Name and/or Address Change Form	Return to AFSCME only if you are an AFSCME Union member
<input type="checkbox"/> Deferred Compensation	Contact carrier directly to make address and/or phone changes.
<input type="checkbox"/> PERS IAP	No form required. Central Payroll submits electronic notice of address change to PERS.
<input type="checkbox"/> PERS Tier 1 & 2	No form required. Central Payroll submits electronic notice of address change to PERS.
<input type="checkbox"/> Flexible Spending Employee Change Form	Return to Central Payroll for all changes except direct deposit. Contact carrier directly to update direct deposit.

Name Changes

Required Forms

<input type="checkbox"/> Personal Data Change Form	Return to Human Resources and notify your department payroll contact.
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Optional Forms

<input type="checkbox"/> AFSCME Name and/or Address Change Form	Return to AFSCME only if you are an AFSCME Union member.
<input type="checkbox"/> Deferred Compensation	Contact Deferred Comp carrier directly to make name changes.
<input type="checkbox"/> PERS IAP	No form required. Central Payroll submits electronic notice of name change to PERS.
<input type="checkbox"/> PERS Tier 1 & 2	No form required. Central Payroll submits electronic notice of name change to PERS.

Marriage Changes

Required Forms

<input type="checkbox"/> Health and Dental Enrollment Form and supporting eligibility documents (e.g. marriage license)	Return to Human Resources.
<input type="checkbox"/> Personal Data Change Form	Return to Human Resources.

Optional Forms *Strongly encouraged to update beneficiary information

<input type="checkbox"/> AFSCME Name and/or Address Change Form	Return to AFSCME only if you are an AFSCME Union member
<input type="checkbox"/> Direct Deposit	Return to Central Payroll only if change in bank accounts. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Emergency Contact	Return to Human Resources only if change in emergency contact. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Deferred Compensation	Contact Deferred Comp carrier directly to make name, beneficiary and/or deferral amount changes.
<input type="checkbox"/> PERS IAP	No form required. Central Payroll submits electronic notice of name and address change to PERS. To update beneficiary information, contact PERS.
<input type="checkbox"/> PERS Tier 1 & 2	No form required. Central Payroll submits electronic notice of name and address change to PERS. To update beneficiary information, contact PERS.
<input type="checkbox"/> Reliance Standard Insurance Change Form (Group Plan and Voluntary Plan)	Return to Human Resources.
<input type="checkbox"/> W-4	Return to Central Payroll only if change in tax withholding. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Proof of Other Coverage Form	Return to Human Resources only if opting out of health plan.

Domestic Partnership Changes

Required Forms

<input type="checkbox"/> Health and Dental Enrollment Form	Return to Human Resources.
<input type="checkbox"/> Affidavit of Domestic Partnership	Return to Human Resources.

Optional Forms *Strongly encouraged to update beneficiary information

<input type="checkbox"/> AFSCME Name and/or Address Change Form	Return to AFSCME only if you are an AFSCME Union member
<input type="checkbox"/> Direct Deposit	Return to Central Payroll only if change in bank accounts. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Emergency Contact	Return to Human Resources only if change in emergency contact. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Deferred Compensation	Contact Deferred Comp carrier directly to make name, beneficiary and/or deferral amount changes.
<input type="checkbox"/> PERS IAP	No form required. Central Payroll submits electronic notice of name and address change to PERS. To update beneficiary information, contact PERS.
<input type="checkbox"/> PERS Tier 1 & 2	No form required. Central Payroll submits electronic notice of name and address change to PERS. To update beneficiary information, contact PERS.
<input type="checkbox"/> Reliance Standard Insurance Change Form (Group Plan and Voluntary Plan)	Return to Human Resources.
<input type="checkbox"/> W-4	Return to Central Payroll only if change in tax withholding. Only complete paper form if you do not have access to Employee Self-Service .
<input type="checkbox"/> Certification of Tax-Qualified Dependent Form	Return to Human Resources.
<input type="checkbox"/> Proof of Other Coverage Form	Return to Human Resources only if opting out of health plan.

Newborn Child, Adoption or Legal Guardianship Changes

Required Forms

<input type="checkbox"/> Health and Dental Enrollment Form and supporting eligibility documents (e.g. marriage license)	Return to Human Resources.
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Optional Forms *Strongly encouraged to update beneficiary information

<input type="checkbox"/> Deferred Compensation	Contact Deferred Comp carrier directly to make beneficiary changes.
<input type="checkbox"/> PERS IAP	To update beneficiary information, contact PERS.
<input type="checkbox"/> PERS Tier 1 & 2	To update beneficiary information, contact PERS.
<input type="checkbox"/> Flexible Spending Employee Change Form	Return to Central Payroll.
<input type="checkbox"/> Reliance Standard Insurance Change Form (Group Plan and Voluntary Plan)	Return to Human Resources.
<input type="checkbox"/> W-4	Return to Central Payroll only if change in tax withholding. Only complete paper form if you do not have access to Employee Self-Service .