

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

EMPLOYEE NAME: _____

Are you a State of Connecticut retiree? (Yes / No)

IF YOU ANSWERED YES, PLEASE CONTACT THE RETIREMENT DIVISION DIRECTLY AT (860) 702-3480 TO CHANGE YOUR ADDRESS.

ADDRESS CHANGE:

New Address: _____

New Telephone #: _____

**IF YOU ARE ENROLLED IN ANY OF THE FOLLOWING PROGRAMS: METLIFE, LIBERTY MUTUAL INSURANCE CO.
OR A CREDIT UNION, YOU MUST NOTIFY THEM DIRECTLY TO CHANGE YOUR ADDRESS.**

UPDATE EMERGENCY CONTACT INFORMATION:

Name: _____

Address: _____

Telephone: _____

Relationship: _____

NAME CHANGE:

New Name: _____

A COPY OF THE EMPLOYEE'S NEW SOCIAL SECURITY CARD IS REQUIRED FOR A NAME CHANGE.

For Office Use Only – Address Change

- ☐ Core-CT
- ☐ Email Core Security for Name Changes
- ☐ Banner - PPAIDEN
- ☐ TIAA-CREF Retirement (if applicable) Employee must call TIAA-CREF 1-800-842-2776 (former accounts only)
- ☐ Lecturers, Part-time Coaches and Counselors Only – update adjunct spreadsheet
- ☐ Notify Sarah D. if employee has moved into or out of Connecticut (out of state health insurance)
- ☐ Send e-mail to Purchasing (Karen Muffatti)