

Dear Employee:

Congratulations on your recent **marriage!** You may wish to update the following information/benefits as a result of this event:



Payroll Name/Address Change:	If your name/address has changed, report your new name/address to Jackie Little .
Tax Withholding Change:	At any time you may elect to change your tax withholding status from single to married. Contact Jackie Little for the appropriate forms.
Health Insurance Name/Address Change:	If you have health insurance coverage and your name/address has changed, you will want to notify Anthem by completing a change form. Contact Jackie Little for the appropriate form.
Health Insurance Dependent Change:	Also, within 30 days of the event, you may make a related change to your covered dependents. For example, you can add your spouse and any dependent stepchildren to your coverage. Contact Jackie Little for the appropriate form.
Dental Insurance Name/Address Change:	If you have dental insurance coverage and your name/address has changed, you will want to notify Delta Dental by completing a change form. Contact Jackie Little for the appropriate form.
Dental Insurance Dependent Change:	Also, within 30 days of the event, you may make a related change to your covered dependents. For example, you can add your spouse and any dependent stepchildren to your coverage. Contact Jackie Little for the appropriate form.
Maine State Retirement Name/Address Change:	If you are a member of Maine State Retirement and your name/address has changed, you will want to notify MSRS by completing an update form. Contact Jackie Little for the appropriate form.
Maine State Retirement Beneficiary Change:	If you are a member of Maine State Retirement, you may want to make a change to your beneficiary designation. Contact Jackie Little for the appropriate form.
Life Insurance Beneficiary Change:	If you currently have life insurance through Maine State Retirement, you may want to make a change to your beneficiary designation. Contact Jackie Little for the appropriate form.
Life Insurance Coverage Change:	Also, if you already have life insurance through Maine State Retirement, within 30 days of the event, you may add dependent life insurance coverage. Contact Jackie Little for the appropriate form.

The following is a list of others you may want to contact regarding name, address or beneficiary changes:

Horace Mann Disability	Tax Sheltered Annuities
MEA/LEA/Other Union	Department of Education (Certification)