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)

Revised: 8/2019