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REMINDER CHECKLIST FOR NAME CHANGES

Employee Name	Company
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If you have changed your name there are several items that you may need to update.

Please take a moment to review the following checklist.

- ☐ Any change to emergency contact?
- ☐ Any Direct Deposit changes?
- ☐ Any changes in beneficiaries: 401(k); life insurance?
- ☐ Any changes in medical benefit elections for qualifying events?
- ☐ Do you need to complete a new W-4?
- ☐ Have you applied for a name change for your Social Security Card? You can visit the Social Security Administration's website for name change information or to find a local office near you: <http://www.ssa.gov/ssnumber>.