

- This Change Is For:
- ACTIVE EMPLOYEE
 - RETIREE
 - TERMINATED EMPLOYEE

(Notification per phone conversation.)
 Info gathered via phone by:



David B Hooten
 OKLAHOMA COUNTY CLERK

Please mail completed form to:
Oklahoma County Benefits Division
320 Robert S. Kerr, Room 203
Oklahoma City, OK 73102

For questions please contact HR/Benefits
 @ 713-2249

OKLAHOMA COUNTY ADDRESS / NAME CHANGE FORM

(Fill out ALL the information in the spaces provided)

Effective Date of Change: _____

Birthday: _____

NAME: _____

DEPT: _____

SOCIAL SECURITY NUMBER: _____

HOME PHONE: _____

NEW ADDRESS:

(Street, P.O. Box, Rural Route) _____

(City, State, Zip Code) _____

NAME CHANGE: *New Social Security Card must be provided along with supporting documentation (ex: copy of divorce decree, marriage license, common law affidavit)

EMAIL ADDRESS _____

(Former Name) _____

(New Name) _____

Signature _____ **Date** _____

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FOR COUNTY CLERK - PAYROLL/BENEFITS DEPARTMENTAL USE ONLY

Sent Employee Has

- InvesTrust (via email)
- HealthSmart (via email)
- Delta Dental (online)
- VSP (online)
- Copy to Payroll
- HARTFORD (mail Virginia Wright)
- NATIONWIDE
- Colonial (Supplemental via fax #1-800-880-9325)
- Physicians Mutual (via fax 755-5576)

Payroll Specialist Processor Init: _____

Benefit Specialist Processor Init: _____

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