



This document is meant to be used for information purposes only, to provide some guidance for employees who have recently experienced a name change.

Apply for a new Social Security card. You will receive a receipt with your new name, which can serve as documentation for the name change.

Complete a [UK Employee Name Change Form](#), attach SS receipt (refer to step 1), and submit to your department HR Administrator to update your employment record.

As needed, contact the [UK Benefits Office](#) regarding adding/removing dependents to insurance plans if you have experienced a qualifying event. For more information on qualifying events, please refer to the [UK Benefits Booklet](#).

Note: There is a 30-day window to add/remove dependents for a qualifying event, so you are encouraged to act promptly.

Contact retirement vendor directly to update name and beneficiary (if applicable).

Whenever applicable [update Life Insurance beneficiary](#) via myUK ESS portal.

Contact your Voluntary Insurance carrier, [the MPM Group](#), to update name (if applicable).

### Additional Resources

If you have also experienced an address change, please remember to [update your address](#) via myUK ESS portal.

If applicable, you may also update your [emergency contact](#) information via the myUK ESS portal

You may also find it helpful to review the [Qualifying Life Event Factors to consider](#) document.