

Please return to  
HR/ Payroll



This form will only change informa-  
tion with the ASC Human  
Resources and Payroll Office



**Married**  
**Divorced**  
**Moved**  
**Birth of a child**  
**Change**  
**Beneficiary**



**Payroll//Human Resources**

**NEW**  
**Address**  
**Phone**  
**Name**

Former Name \_\_\_\_\_

Current Name \_\_\_\_\_

Please list the name that will match your social security card on file today.

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date to change \_\_\_\_\_

\*\*\*Beneficiary for final paycheck only\*\*\*

Name \_\_\_\_\_ % \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Things to think about ....

Address Change .....Contact  
 TIAA- CREF  
 Blue Cross  
 EBS Benefit Solution  
 Seneca Falls Savings Bank  
 ASC HR/Payroll

Beneficiary Change ....Contact  
 TIAA- CREF  
 Seneca Falls Savings Bank  
 ASC HR/Payroll  
 Guardian Life Ins Form

Birth of a child .....Change  
 Health Insurance coverage  
 Payroll Tax withholdings  
 See beneficiary change

Divorce/marriage....Change  
 Health Insurance  
 Payroll Tax Withholding  
 Contact Social Security Admin for new card  
 See beneficiary change

Child leaves school.....Change  
 Health Insurance  
 Tax Withholding  
 Guardian Life Insurance with child coverage

New Phone number....Contact  
 ASC HR/Payroll  
 Your Manager

TIAA- CREF Pension Plan 1-800-842-2888

Blue Cross Blue Shield Health Ins 1-800-462-0108

EBS Benefit Solution Dental vision 1-800-803-5773

Contact ASC HR to request address changes

EBS Benefit Solution Flex Spending 1-800-554-0328

Seneca Falls Savings Bank HSA account 315-568-5855

Social Security Administration 1-800-772-1213



Contact Human Resources or Payroll for more information and forms

Payroll: 607-753-4629  
 Human Resources: 607-753-4751  
 Fax: 607-753-5665  
 Web: www.cortlandasc.edu