



Human Resources Name Change form

In order to change your name with Santa Clara University Human Resources Office, you must first change your name with the Social Security Administration Office. Please refer to the listing of office locations by adding your zip code at <https://secure.ssa.gov/ICON/main.jsp>. Along with this form, please be ready to show your **new original social security card** to the Human Resources Office. Refer to page 2 for benefit provider notification requirements.

EMPLOYEE ID #

(Access Card No.)

**NAME CURRENTLY
ON FILE WITH SCU**

Last, First, Middle

NEW NAME *(As Shown
on your new Social Security Card)*

Last, First, Middle

DEPARTMENT

EXTENSION

Signature

Effective Date

**Human Resources Service Desk
Second Floor, 475 El Camino Real**

Please also notify the Mailing Services Department at x4037.



Human Resources
BENEFIT PLAN NAME CHANGE FORM

To change your name with your current health, Flexible Spending Account, and retirement providers, please follow the actions highlighted below.

MEDICAL/ DENTAL CARRIERS you are covered

Kaiser	Fill out and submit the Benefits Enrollment Form
Blue Cross HMO & PPOs	found under Medical/Dental
Delta Dental	at http://www.scu.edu/hr/forms/index.cfm
Blue View Vision	Blank Forms are also available at the Human Resources Service Desk, 475 El Camino Real

RETIREMENT / SUPPLEMENTAL RETIREMENT ACCOUNTS

Fidelity Investments	Call Fidelity at 1-800-343-0860
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TIAA/CREF	Call TIAA-CREF at 1-800-842-2776 or go to https://www.tiaa-cref.org/public/pdf/forms/F82.pdf
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FLEXIBLE SPENDING ACCOUNTS

Medical Reimbursement	Contact CBIZ – 1-800-815-3023
Dependent Care Reimbursement	https://www.myflexonline.com/Login/Welcome.aspx?ReturnUrl=%2f
Transit Plan	

HEALTH SAVINGS ACCOUNTS

BenefitWallet (formerly Mellon HSA)	Call 1-877-472-4200 or go to https://mybenefitwallet.com/index.html
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