



Return form to Controller's/Payroll Office:
 Guggenheim 224 • 1500 Illinois St. • Golden, CO 80401

Change of Address/Name Form

(Please Print Legibly)

Name: _____ CWID: _____

New Name: _____
 (Requires new Social Security Card and I-9 Update)
 (If name change affects benefits, you will need to provide proof of change)

New Address: _____

Telephone Number Home: _____ Cell: _____

(Please Check One)

- Students** - ALL Students must notify the Registrar's Office of name changes
 - Undergraduate
 - Graduate
- Classified Staff** – You may change your address with PERA on the COLORADO PERA website <https://www.copera.org/colorado-pera> or please request a PERA change of address form.
- Faculty Retirement Accounts:**
 If PERA member please change your address on the COLORADO PERA website <https://www.copera.org/colorado-pera> or request a PERA change of address form.
 If MDCP participate, log onto VALIC site and update your information.

Faculty: Please check appropriate box **IF** you would like the HR Department to change your address with:

- Anthem Medical/Dental/Vision Insurance
- 24Hour Flex

ALL EMPLOYEES ARE RESPONSIBLE FOR NOTIFYING YOUR VOLUNTARY RETIREMENT PLAN PROVIDERS (403B/457)

Employee Signature: _____ Date: _____