

Change Checklist

Have a change in your employment, spouse's employment, address or family status? Here are some work items to remember to complete:

- Amphi Benefits (medical, dental, life, disability, vision) – if you have a marriage, divorce, death, birth, adoption, child no longer eligible under our policies, change in hours resulting in no longer being benefits eligible, or change in spouse's employment, you have 31 days (from date of the event) to complete a mid-year change form for Amphi benefits
- Review tax withholding (Federal and State) and make changes if appropriate. If there is a change in address or name, notify HR, Arizona State Retirement System, your Tax Sheltered Annuity provider, doctor, dentist, eye doctor, and other providers
- If there is a change in name, obtain a new ID Badge. If necessary, update your beneficiary for Amphi Life Insurance, ASRS pension, and any 403b/457 accounts.
- If a name change and you are certified, contact ADE (Arizona Department of Education) to change your name on your certification.
- If birth or adoption, apply for the dependent's Social Security Number (when you receive it, have it added to your Amphi insurance and/or beneficiary forms)
- If the changes result in a loss of health insurance, review and determine if you will need to enroll in COBRA health insurance (you have 60 days to enroll)

Most of these items should be completed within 30 days of the date of the change.

