

## LIFE EVENT: Getting Married

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Congratulations! The steps below outline what you may wish to consider and actions to take after you are married.

### ☐ **Step 1 - Declaration of Marriage**

A Declaration of Marriage is required to elect medical, dental, and/or vision coverage for a spouse, or to use sick leave to care for a spouse. The declaration must be completed, signed by both of you, and returned to Human Resources within 30 days.

### ☐ **Step 2 – Enroll Spouse in Medical, Dental and/or Vision Coverage**

You have 30 days from the date of marriage to enroll your spouse in your medical dental and/or vision coverage. Coverage for your spouse will begin on the first day on the month following the date of marriage. If you miss the above deadline, you will have to wait until the next open enrollment period to enroll him/her.

*To make the change, logon to Bellevue Benefits at: <https://cityofbellevuehr.workterra.net>. Click on the **Make Changes** icon. Select the appropriate Life Event Type and enter the Life Event Date. Click **Save** and an enrollment window will open that will step you through the benefits that you are allowed to change specific to your life event. You will know that you have completed your changes in Bellevue Benefits when you click the **Finish** button at the bottom to the Confirmation Statement.*

### ☐ **Step 3 – Life Insurance**

You may purchase voluntary life and AD&D insurance for you and your spouse through [Bellevue Benefits](#).

### ☐ **Step 4 – Beneficiary Designations**

Review and/or update your beneficiary designation for your life, AD&D and retirement plans. You can view your current life/AD&D beneficiary information by signing onto [Bellevue Benefits](#).

### ☐ **Step 5 – Flexible Spending Accounts**

Within 30 days of getting married, you may enroll, through [Bellevue Benefits](#), in a Health Care and/or Daycare Flexible Spending Account (FSA). If you are already enrolled, you may be able to increase your contribution amount. Changes must be consistent with your life event.

### ☐ **Step 6 – Name Change**

You must submit name changes to Human Resources by bringing in or providing a photocopy of your new social security card. A receipt from the Social Security Administration indicating you have applied for a new social security card will also *initiate* the process, but your name change will not be *finalized* until receipt of a new social security card is verified by HR staff.

### ☐ **Step 7 – Change Tax Withholding**

You may want to review and/or change the amount of taxes withheld from your paycheck. To do so, submit a new W-4 form to Payroll, available through [MySelf Service](#).