

# Divorce Checklist

## Reminder

- You must present a copy of your divorce decree for all benefits changes.
- You must make changes in coverage within 30 days of the official date of divorce.

## Medical and Dental Plans

Changes to consider after the divorce is official:

- Remove ex-spouse and ex-step children from health benefits.
- Get the address of your ex-spouse for COBRA continuation notification.
- If coverage from ex-spouse was lost, enroll in company benefits within 30 days.

## Flexible Spending Accounts

- Make changes to any reimbursement accounts depending on your new expenses.
- Check out [www.irs.gov](http://www.irs.gov) for a list of eligible expenses.

## Supplemental Life Insurance

- Determine your new coverage requirements or make changes to your policy to reflect your new status.
- Remember to update your beneficiary information.
- Don't forget to update your will or trust.

## Retirement Benefits

- Remember to update your beneficiary information.
- Notify plan provider of any change of address.

## Employee Information

- Always make sure your personal information stays current. Update the following information:
  - Name and address
  - Marital status
  - Tax withholding information
  - Emergency contact information