



Address and/or Legal Name Change Form

Return Forms to erbenefits@co.scott.mn.us

Employee Information:

Name:	Effective Date:
Department:	Extension:

Address Change: Preferred method of address change should be done by employee in Infor Self-Service. [Infor Self-Service Employee Guide](#)

New Address:

New Phone Number(s): Home: Cell:

Name Change: A new Social Security Card is required for a name change. Please contact erbenefits@co.scott.mn.us to schedule a time to verify the change.

New Legal Name:

Employee: Due to Address/Legal Name change please be sure to review and update the following benefits that you may be enrolled in by completing necessary forms or visiting the Benefit websites. All other benefits not listed are updated by demographic files completed through payroll to the vendor.

- Update Beneficiaries: [Hartford](#), [NCPERS](#) and/or [PERA](#)
- [W-4's \(Federal and MN\)](#)
- Emergency Contacts: Change in Employee Self-Service of Infor or request a new Employee Information Sheet.
- [NCPERS](#) (PERA Life)
- Minnesota Benefit Association – contact your carrier
- [Nationwide \(457b\)](#)
- [Corebridge Financial \(457b\)](#)
- Prudential (LTC) 1-800-732-0416

** Please contact erbenefits@co.scott.mn.us with questions and to request any necessary forms.

Employee Relations Payroll use only: (to be completed by Payroll Specialist)

For Address/Name Change:

Infor
MSRS/MN Def Comp
Flexible Spending

For Name Change Only:

AP 10 Name/Email
ITSC Submitted
Life Insurance Spreadsheet
W-4 (for Marital Status)
Everbridge-after ITSC is done
Annual Review Date List
I9 change name on form (BPS)
Change Personnel File Label (BPS)
Sharepoint Name Change List (BPS)