

LIFE EVENT: Divorce, Dissolution, Legal Separation or Annulment

The steps below outline what to consider and action you must take after a divorce, dissolution, legal separation or annulment.

☐ **Step 1 - Documentation**

Within 30 days of the court finalization of your divorce, dissolution or legal separation, you must submit a copy of your divorce or dissolution decree or notice of legal separation to Human Resources. Submit the page that has been date stamped by the courts.

☐ **Step 2 – Remove Spouse* from Medical, Dental and/or Vision Coverage**

Once your divorce, dissolution or separation is final, your ex-spouse* is no longer eligible for coverage under your health benefit plan. Their coverage will end the last day of the month in which the divorce or dissolution became final or legal separation was recorded. You have 30 days to remove them from your medical, dental and/or vision coverage.

*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.*

COBRA information regarding continued healthcare coverage will be sent to your ex-spouse*. Please provide the current or last known address of your ex-spouse* for continuation of coverage notification purposes.

☐ **Step 3 – Life Insurance**

You must discontinue any life or AD&D insurance that you had purchased for your ex-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, you may be able to change your Flexible Spending Account (FSA) election amount(s) through [Bellevue Benefits](#). Changes must be consistent with the 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 Human Resources.

☐ **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](#).

*Ex-spouse or ex-state registered domestic partner