

Life Change

Moving? Getting Married? Expanding Family? Retiring?

Change is certain in everyone's life. Marriage, children, job change, purchase of a home, divorce, and death of a spouse are just a few of the typical life-changing events. These events may trigger a status change for some of your employee benefits. When a change occurs you will need to notify the ERS as well as other Commission Departments and update your records.

You may have to complete the following forms:

- A Notice of Change Form
 - a. Address or name change for retirees (active members must make their changes with the Commission)
- Update your Designation of Beneficiary Form for retirement
 - a. Add beneficiaries such as dependent children or a new spouse
 - b. Delete a beneficiary due to divorce or death of a beneficiary
- Change of Direct Deposit
- Marital Status
- Tax Change
 - a. Change exemptions
 - b. Did you move to a different state? Change state tax withholdings.
- Changing jobs? You may be able to transfer credit for years of service

Please contact a member of the Member Relations Team at (301) 454-1415 or stop by our office.

It may be necessary to also notify various Commission departments to update your personal information and discuss the events taking place in your life:

M-NCPPC Health & Benefits	301-454-1700
M-NCPPC Credit Union	301-699-2418
M-NCPPC Payroll	301-454-1553

- Submit a change of address
- Update your life insurance beneficiary
- Update your information for employee benefits including health insurance
- Update information with the credit union or other financial institutions
- Notify payroll who is to receive your last paycheck in case of your death

