

# How to Change Name and Address

Benefit Plan	Action Employee Should Take to Change Name	Action Employee Should Take to Change Address
<b>UW System</b>	Notify institution HR department of name change. Documentation may vary according to institution.	*Change address in MY UW portal – <a href="https://my.wisconsin.edu">https://my.wisconsin.edu</a>
<b>State Group Health Insurance</b>	Complete Health Application with name change with supporting documentation.	No additional action needed* to change address; ETF receives file feed from UW System nightly.  <b>Employee has 30 days from move to change health plans if move results in new county. Coverage is effective first of the month on or following receipt of application.</b>  Note: If changing health insurance plan carrier and/or changing health plan designs (i.e. health plan to high deductible health plan (HDHP) design), all accumulators (deductible, benefit maximums and out-of-pocket limits) will reset. Pharmacy benefit accumulators and Uniform Dental accumulators will not reset.
<b>Preventive Dental Insurance (Delta Dental)</b>	No additional action needed* to change name/address; Delta Dental receives file feed from UW System.	
<b>Supplemental Dental Insurance (Delta Dental)</b>	No additional action needed* to change name/address; Delta Dental receives file feed from UW System.	
<b>Vision Insurance (VSP)</b>	No additional action needed* to change name/address; VSP receives file feed from UW System.	
<b>State Group Life Insurance</b>	No additional action needed* to change name/address; when claim is made, UW System will provide current information.	
<b>Individual &amp; Family (I&amp;F) Life Insurance</b>	No additional action needed* to change name/address; UW System will provide current information.	
<b>UW Employees, Inc. Life Insurance</b>	No additional action needed* to change name/address; Securian receives file feed from UW System monthly.	
<b>Accidental Death &amp; Dismemberment (AD&amp;D) Insurance</b>	No additional action needed* to change name/address; when claim is made, UW System will provide current information.	
<b>University Insurance Association (UIA) Life Insurance</b>	No additional action needed* to change name; Securian will receive file feed from UW System semi-annually.	Securian does not maintain address for active employees. If claim is made, UW System will provide current address to Securian.
<b>Accident Insurance</b>	No additional action needed* to change name/address; Securian receives a weekly file feed from UW System.	
<b>Income Continuation Insurance (ICI)</b>	No additional action needed* to change name/address; when claim is made, UW System provides current information.	
<b>Flexible Spending Account (FSA) / Health Savings Account (HSA)</b>	No additional action needed* to change name/address; plan administrator (ConnectYourCare (CYC)) receives file feed from UW System. <b>Employee has 30 days from move to change their Dependent Care FSA annual election if the address change resulted in a change in the cost or coverage of their dependent care provider; employee must submit a Change of Election form. If enrolling for the first time in Dependent Day Care FSA due to address change, coverage is effective the first of the month on or following the event date.</b>	

\*Employee must update name/address with UW System (HRS).

# How to Change Name and Address

Benefit Plan	Action Employee Should Take to Change Name	Action Employee Should Take to Change Address
<b>UW Tax-Sheltered Annuity (TSA) 403(b) Program</b>	If the employee is currently contributing to the program, their name and address may be sent with the contribution file, depending on the provider. If the employee is not currently contributing, the employee will need to contact the provider directly (details are available in the Overview section of the <a href="#">UW TSA 403(b) Program website</a> ).	
<b>Wisconsin Deferred Compensation (WDC)</b>	If the employee is currently contributing to the program, their name and address will be sent with the contribution file. If the employee is not currently contributing, the employee will need to contact provider directly (see the <a href="#">WDC website</a> for more details).	
<b>Wisconsin Retirement System (WRS)</b>	No additional action needed* to change name/address; ETF receives periodic feed from UW System.	

\*Employee must update name/address with UW System (HRS).

NOTE: Continuant and Annuitants must update their name and address directly with vendor and not with the UW System. The UW System does not keep Continuant or Annuitant information up to date or on file. This chart is only representative of active UW System employees.