

Name and Address Changes

Benefit Plan	Action Employee Should Take to Change Name	Action Employee Should Take to Change Address
UW System	Employee notifies institution human resources department. Supporting documentation required (updated copy of Social Security Card).	Employee updates their address in the MyUW portal . Directions for updating address in the portal: Personal Details – Address tip sheet.
State Group Health Insurance	Complete Health Application with name change. Supporting documentation required.	<p>No additional action needed to change address; UW System* sends a file feed to ETF nightly.</p> <p>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.</p> <p>Note: If changing health insurance plan carrier and/or changing health plan designs (for example, 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.</p>
Preventive Dental Insurance	No additional action needed to change name/address; UW System* sends a file feed to dental insurance carrier.	
Supplemental Dental Insurance	No additional action needed to change name/address; UW System* sends a file feed to dental insurance carrier.	
Vision Insurance	No additional action needed to change name/address; UW System* sends a file feed to vision insurance carrier.	
State Group Life Insurance	No additional action needed to change name/address; if a claim is made, UW System* will provide current information.	
Individual & Family Life Insurance	No additional action needed to change name/address; UW System* will provide current information.	
UW Employees, Inc. Life Insurance	No additional action needed to change name/address; UW System* sends carrier a file feed monthly.	
Accidental Death & Dismemberment Insurance	No additional action needed to change name/address; if claim is made, UW System* will provide current information.	
University Insurance Association Life Insurance	No additional action needed to change name; UW System* sends a file feed to carrier annually.	Carrier does not maintain address for active employees. If a claim is made, UW System will provide current address to carrier.

Name and Address Changes

Benefit Plan	Action Employee Should Take to Change Name	Action Employee Should Take to Change Address
Accident Insurance	No additional action needed to change name/address; UW System* sends carrier a weekly file feed.	
Income Continuation Insurance	No additional action needed to change name/address; if a claim is made, UW System* provides current information.	
Flexible Spending Account (FSA) / Health Savings Account (HSA)	No additional action needed to change name/address; UW System* sends plan administrator a file feed. 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.	
UW 403(b) Supplemental Retirement Program (SRP)	If the employee is currently contributing to the program, their name and address may be sent with the contribution file, depending on the recordkeeper. If the employee is not currently contributing, the employee will need to contact their recordkeeper(s) directly (details are available in the Overview section of the UW 403(b) Supplemental Retirement Program web page).	
Wisconsin Deferred Compensation (WDC) 457 Program	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 the recordkeeper directly (see the WDC web page for more details).	
Wisconsin Retirement System (WRS)	No additional action needed to change name/address; UW System* sends a file feed to ETF.	

**Employee must update name/address with UW System.*

NOTE: This chart is only representative of *active* UW System employees. 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.