

Life Milestone

I Changed My Name

Changing your name can be an administrative nightmare, but this checklist provides some clear next steps to ensure a smooth transition.

01

Updating Social Security Documents

Report any name changes to **The Social Security Administration** (do this first!). The name on your tax return must match your name on file with the SSA. To update your information, file a **Form SS-5 Application** for a Social Security Card.

02

Updating RCUH Employee Self-Service

1. **Submit your name change** > **Update Personal Information**
2. **Submit updated Social Security Card** via **eUpload**
3. Once reviewed and approved by RCUH HR, your name will be updated in the RCUH's records (e.g., pay stub, W-2 tax forms, 1095-C tax forms, personal correspondence, etc.).
4. Health (RCUH Group Medical and/or Dental) Insurance Vendors: Once your name has been officially updated in the RCUH system, cards with your updated legal name should automatically be re-issued and mailed to your mailing address "listed" in RCUH's Employee Self-Service within 10 business days.

03

Other Employment-Related Updates (if applicable)

1. TIAA: Please **log in to your TIAA account** and **update your legal name**. Your contributions submitted by RCUH will end up in the correct account but you should update your legal name with TIAA directly.
2. Medical/Dental Providers: You may need to update with your personal physicians. It is important that your name on your insurance card is consistent with your legal name.

04

Locations you may consider updating (Optional)

1. Driver's License
2. Passport (requires a valid photo ID in your new name)
3. Other updates: voter registration, post office, bank accounts, credit cards, doctors' offices, utility companies, landlord or mortgage companies, insurance companies, airlines rewards.
4. Inform family members of your legal name change (in case they have you listed as a beneficiary).

Questions?

Refer to the **RCUH Guide to Health and Welfare Benefits** or contact RCUH Human Resources Employee Benefits Section at **rcuh_benefits@rcuh.com** or call (808) 956-6979 or (808) 956-2326 if you need to chat.

Tip! You may want to request a few extra copies of your official name change document and keep an electronic copy in a secure location. You may have to furnish original copies of this document in the future.

This document can be subject to change at any time. The most updated version can be found here:
<https://www.rcuh.com/resources/for-employees/career-life-milestones/>



TIAA Portal



Social Security
Administration
Website



RCUH Guide to
Health and Welfare
Benefits