

## Life Milestones: I Changed my name

Congratulations!

Make sure you request a few extra copies of your official name change document and scan electronically to a secure location. You may have to furnish original copies of this document in the future.

1. Updating your employment records with RCUH
  - a. Report any name changes to [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.
  - b. RCUH [Employee Self Service](#):
    - i. Submit your name change > Update Personal Information
    - ii. Submit updated Social Security Card via eUpload
    - iii. Once reviewed and approved by RCUH HR, your name will be updated in the RCUH records (pay stub, W-2 tax forms, 1095-C tax forms, personal correspondence, etc.)
    - iv. 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 in RCUH Employee Self Service within 10 business days.
2. Other employment-related updates (Employee responsibility)
  - a. TIAA: Please log in to your TIAA account and update your legal name there. Your contributions submitted by RCUH will end up in the correct account but you should update your legal name with TIAA directly.
  - b. Medical/Dental Providers: You may need to update with your personal physicians. It is important that your name is consistent with your insurance
3. Other locations you may consider updating (Optional, not required for RCUH):
  - a. Driver's License
  - b. Passport (requires a valid photo ID in your new name)
  - c. Other updates: voter registration, post office, bank accounts, credit cards, doctors' offices, utility companies, landlord or mortgage companies, insurance companies, airline rewards
  - d. 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](mailto:rcuh_benefits@rcuh.com) or call (808) 956-7055 or (808) 956-2326 if you need to chat.