

Checklist for Divorce

- Contact Human Resources if you need to change your name, please provide an updated social security card and driver's license
- Complete a new Payroll Designation form if necessary, check with Human Resources to see your current selection
- Review life insurance policies for any necessary beneficiary changes
- Review retirement policies for any necessary beneficiary changes
- Update health benefits
 - Provide a copy of the final divorce document that shows final judgment date
 - Dental – provide enrollment form reflecting deletion of dependent
 - Vision – provide enrollment form reflecting deletion of dependent
 - Medical – provide enrollment form reflecting deletion of dependent
 - Provide Payroll with a mailing address for the dependent that is being deleted so that COBRA paperwork can be sent
 - All benefit forms can be found on the SCOE [website](#).