

EASTERN MICHIGAN UNIVERSITY

Marriage

A Change of Status Life Event

Congratulations on your recent marriage! This *Change of Status* will allow you to make changes to and enroll in benefits mid-year. You have 30 days from the date of marriage to contact the Benefits Office to complete the necessary benefits change forms. A copy of your marriage certificate is required to verify the event. **If you do not contact the Benefits Office within this time period, you must wait until the next available Open Enrollment period to make changes.** For your convenience, we have prepared a checklist of benefit changes permitted due to marriage:

- ❖ Add spouse and/or dependent(s) to Health Plan
- ❖ Add spouse and/or dependent(s) to Dental Plan
- ❖ Consider changing beneficiaries of your
- ❖ Life Insurance
- ❖ Retirement plans (if participating in MPERS – www.michigan.gov/ors or TIAA-CREF - www.tiaa-cref.org)
- ❖ Tax Deferred Annuities (if participating in TIAA-CREF or CHASE)
- ❖ Travel Insurance (benefit applies to: AC/AP/PT/FAC)

All necessary forms can be obtained from and returned when completed to the Benefits Office, 140 McKenny Hall, Ypsilanti, MI 48197. Please remember:

TUITION WAIVER

Your spouse may now be eligible for the tuition waiver program. Please remember to review the applicable terms and conditions for your employee group. www.emich.edu/hr/hrforms/Forms/Spouse-Dependent%20TW.pdf

CHANGE OF LAST NAME

If changing your last name, please submit a copy of your new Social Security card reflecting the change to the Staff or Academic Human Resources Office.