

## **NAME CHANGE and/or ADDING/DELETING A SPOUSE/FAMILY MEMBER:**

Bring to Personnel Dept your new valid photo identification such as CA Drivers License and your new Social Security Card in your changed name. Obtain new cards at

Social Security Office [www.ssa.gov](http://www.ssa.gov) 20<sup>th</sup> Street West, Lancaster (661) 940-8534

DMV [www.dmv.ca.gov](http://www.dmv.ca.gov) (800) 777-0133 1110 West Ave I, Lancaster or DMV 2260 East Palmdale Blvd, Palmdale

Some things to consider with a name change, and/or when adding/deleting spouse, etc.

◆ **Health Benefit changes:** see Personnel/Risk Management for forms  
(If adding or deleting a family member, you'll also need appropriate verification such as marriage, birth, death certificate from the LA County Recorders Office)

◆ **Payroll Direct Deposit:** see Personnel Dept for forms. You'll need to bring verification of the account routing numbers such as a voided personal check printed with the new name or a voided deposit slip with new name, etc.

◆ **State and/or Federal Tax Withholding:** see Personnel Dept for forms

◆ **Final Pay Check Designation:** see Personnel Dept for forms

◆ **Change of Address:** see Personnel Dept for forms

◆ **Teachers/Credentialed individuals:** see Personnel Dept for forms.

◆ **State Retirement Plans** (Name Changes, Beneficiary Designation, Annual Statements).

- Admin/teachers are to contact STRS (800)228-5453 [www.calstrs.com](http://www.calstrs.com)

- Non Teaching are to contact PERS (888-225-7377) [www.calpers.ca.gov](http://www.calpers.ca.gov)

This is provided as helpful info only. Keep in mind, non-district agencies have their own procedures and you will need to contact them directly.