

Life Change Check List

**** Marriage ** ** Name Change ** ** Birth of a child(ren)****
**** Address Change ** ** Divorce ****

Event :	Contact :	Benefit Impact :
Marriage	Human Resources TIAA-CREF (to change beneficiaries) (800)842-2733	<ul style="list-style-type: none"> • Add spouse to health/dental insurance? <ul style="list-style-type: none"> • Provide copy of marriage certificate to HR • Change beneficiaries on TIAA-CREF, Life Insurance & Travel Accident Insurance
Divorce	Human Resources TIAA-CREF (to change beneficiaries) (800)842-2733	<ul style="list-style-type: none"> • Remove spouse from health/dental insurance. • Provide a copy of Divorce Decree to HR • Change beneficiaries on TIAA-CREF, Life Insurance & Travel Accident Insurance
Birth of Child	Human Resources TIAA-CREF (to change beneficiaries) (800)842-2733	<ul style="list-style-type: none"> • Add child(ren) to health insurance • Change beneficiaries on TIAA-CREF, Life Insurance & Travel Accident Insurance
Name Change	Human Resources TIAA-CREF)(800)842-2733	<ul style="list-style-type: none"> • Email HR with your new address/phone Or complete the Employee Change Form
Address/Phone Change	Human Resources TIAA-CREF)(800)842-2733	<ul style="list-style-type: none"> • Email HR with your new address/phone or complete the Employee Change Form • Complete Residency Certification Form

Click on the form below and submit to Human Resources after completion.

[Highmark Change Form](#)
[Dental Enrollment Form](#)
[Life Insurance Beneficiary Form](#)
[Travel Accident Beneficiary Form](#)
[Residency Certification Form](#)
 (need to complete for address changes)