EMPLOYEE CHANGE OF PERSONAL INFORMATION PROCEDURE

Immediately following a change of address, telephone number, or name change employees are to complete the proper documentation to maintain up-to-date employee information.

1. **Change of Information Form**
   - □ On-line: Change of Information Form

   This will provide notice to the following:
   - Human Resource/Payroll Office
   - Accounts Payable Office (Travel or expense reimbursement(s))

2. **State Tax Withholding**

   Complete the proper state tax withholding form corresponding for the state in which you have moved.
   - □ On-line: West Virginia State Tax Withholding Form
   - □ On-line: Ohio State Tax Withholding Form

3. **WV PEIA (West Virginia Public Employees Insurance Agency)**
   - **Health & Life Insurance**
     - □ On-line: [http://www.westvirginia.com/peia](http://www.westvirginia.com/peia)

     This will provide notice to the following:
     - Public Employees Insurance Agency (PEIA)
     - Managed Care Plan Provider
     - Life Insurance Provider

4. **Retirement Plan – TIAA/CREF, GreatWest Educators$Money or Consolidated Public Retirement Board**
   - □ TIAA/CREF
     - On-line: [www.tiaa-cref.org](http://www.tiaa-cref.org)
     - By phone: 1-800-842-2733

   - □ Educators$Money
     - On-line: [www.educatorsmoney.com/wvhepc](http://www.educatorsmoney.com/wvhepc)
     - By phone: 1-877-816-0548

   - □ Consolidated Public Retirement Board
     - Complete “Request for Change of Address” form from the Human Resource Office.