

## **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.peia.wv.gov/Pages/default.aspx>

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 Resources Office.