



Life Events: *Moving to a New Location*

Moving to a new home represents a major change in your life. LifeBridge Health provides several programs and services to help you balance work and personal challenges. Listed below are some things to consider when you are in the process of moving to a new location.

To Do	Things You Can Do	What To Do
<input type="checkbox"/>	<p>Address Change If you're moving, be sure to change your address and phone number on your employee records</p>	<p>Visit GHR: Under My Profile</p> <p>*For instructions & what documentation is needed review GHR job aid</p>
<input type="checkbox"/>	<p>Tax Changes Your address change may affect state and local tax withholding amounts from your paycheck.</p> <p>Review your filing status to see if you should make changes to reflect your new address and new county/city location to ensure the appropriate tax tables are applied to your new address</p>	<p>Complete new Federal W-4 form & State tax form and return to your site HR.</p> <p>*Forms are on the BridgeNet>Employee Services> Payroll</p>

Reminders & Resources

❖ **Benefits Team Contact Information:**

- Email: LBH_Benefits@lifebridgehealth.org
- Fax: 410.469.5161

❖ **Benefits Website:** www.lifebridgehealth.org/benefits

- Benefits Guides
- Medical Option Charts
- Insurance Policies
- Insurance Carriers contact information (also on [My Mobile Wallet.](#))

❖ **GHR Website:** www.onlinelbh.org/ess

- **GHR Job Aid** on [Benefits Website](#) under “View your current Benefit Election”

❖ You don't need to contact any of your benefit vendors regarding your address change. Once you've updated your address in GHR, the appropriate vendors will be notified.

❖ **EAP Resources:** Carebridge www.myliferesources.com

- access code KKNH3 or call 1-800-437-0911 for confidential counseling and referrals for personal, family and work-related issues