



Life Event: *Getting Divorced*

A divorce represents a major change in your life. There are many things you will want to review and update with LifeBridge Health due to your recent life event. Below is a helpful list of choices to consider, procedures to follow and resources to assist you through the transition. Please keep mind if you are wanting to change any health benefits, **changes must be made within 30 days of the date your divorce is final. If you do not make changes within 30 days of your qualified life event, you will need to wait until the next annual enrollment period or if experience another qualified life event.**

To Do	Things You Can Do	What To Do
<input type="checkbox"/>	Name and/or Marital status Change If you're changing your name, be sure to update your employee records.	Visit GHR: Under My Profile *For instructions & what documentation is needed review GHR job aid
<input type="checkbox"/>	If you're changing your name, be sure to notify the Social Security Administration	Obtain form from www.ssa.gov
<input type="checkbox"/>	Address/Contact Changes If you're moving, be sure to change your address and phone number on your employee records	Visit GHR: Under My Profile *For instructions review GHR job aid
<input type="checkbox"/>	Tax Changes Review your filing status and exemptions you claim for withholding purposes to see if you should make changes	Complete new Federal W-4 form & State tax form and return to your site HR. *Forms are on the BridgeNet >Employee Services> Payroll
<input type="checkbox"/>	Changing Your Emergency Contact You may wish to name your spouse as an emergency contact	Visit GHR: Under My Profile *For instructions review GHR job aid
<input type="checkbox"/>	Changing Your Beneficiary <u>Life Insurance:</u> You may wish to change your beneficiaries for life insurance. <u>403b/401k:</u> You may wish to change your beneficiaries for 403b/401k.	<u>Life Insurance:</u> Complete Life Insurance Beneficiary Form and email to the Benefits Team. *Form is on the Benefits Website <u>403b/401k:</u> update online at www.transamerica.com/portal/lbh after you change your marital status in GHR
<input type="checkbox"/>	Benefit Changes You will be able to make any changes to your coverages within 30 days of your divorce.	Submit a copy of your divorce decree and the request to make changes to your coverage to the Benefits Team within 30 days of your date of divorce. Once received, the Benefits Team will provide an Enrollment Worksheet for you to make your benefit changes.



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”

- ❖ Divorce Decree must be submitted to the Benefits Team at LBH_Benefits@lifebridgehealth.org or fax to 410.469.5161 **within 30 days of the date your divorce is finalized in order to make benefit changes.**
 - **If you do not make changes within 30 days of your qualified life event, you will need to wait until the next annual enrollment period or if experience another qualified life event.**

- ❖ **Social Security Administration:** www.ssa.gov. See “Get Help With Your Situation” section for links to forms and instructions.

- ❖ **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