



LACKLAND
Independent School District

Everything YOU Need to Know...
When You Have a Life Changing Event



Life Changing Events...

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- Marriage
- Divorce
- Birth or Adoption of Child
- Loss of Health Insurance
- Loss of a Loved One





Things to Do....

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- When a life changing event occurs, there may be several things that you have to do related to your:
 - Legal name
 - Federal tax exemptions, dependents or status (W-4)
 - Direct deposit bank account
 - Change in mailing address
 - Change in beneficiary for life insurance, Teacher Retirement System, etc.





Just Married?

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- Things to do might include:
 - Name change
 - If name change has occurred, obtain an updated social security card, drivers license, and photo IDs such as employee ID
 - Form W-4
 - Change number of dependents
 - Spouse or children (as a result of marriage)
 - Change status to:
 - 1) married, or
 - 2) married, but withholding at higher single rate





Just Married?

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- Things to do might include:
 - Change beneficiary on TRS account and life insurance, if any
 - If you've moved to a new home, change your mailing address in the HR department
 - Bank account information for direct deposit if you've opened a new joint bank account





Just Married?

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- Things to do might include:
 - Add a dependent on your health insurance plan(s)
 - Spouse and/or new dependent (child) through marriage





Just Divorced?

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- Things to do might include:
 - Name change
 - If name change has occurred, obtain an updated social security card, drivers license, and photo IDs such as employee ID
 - Form W-4
 - Change number of dependents
 - Change status to single





Just Divorced?

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- Things to do might include:
 - Change beneficiary on TRS account and life insurance, if any
 - If you've moved to a new home, change your mailing address in the HR department
 - Bank account information for direct deposit if you've changed bank account





Just Divorced?

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- Things to do might include:
 - Drop a dependent on your health insurance plan(s)
 - Spouse or dependent (child through marriage)





New Baby or Adopted Child?

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- Things to do might include:
 - Change in beneficiary for life insurance, Teacher Retirement System, etc. if you wish to name or add the child
 - Form W-4
 - Change number of dependents





New Baby or Adopted Child?

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- Things to do might include:
 - Add your new dependent on your health insurance plan(s)
 - TRS ActiveCare provides coverage for a newborn child of a covered employee for the **first 31 days after the date of birth.**
 - Review the TRS ActiveCare guidelines to add a new child

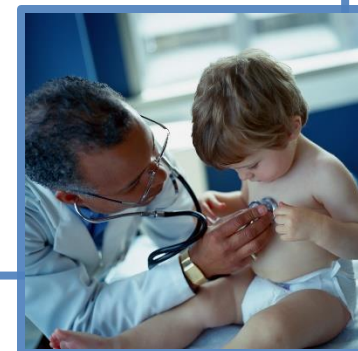




Loss of Health Insurance?

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- Things to do might include:
 - Complete an enrollment form due to the potential qualifying event **within 31 days of the loss of the other coverage**
 - For example, if you were covered by your spouse and he/she loses his/her insurance coverage, you may be able to enroll yourself and/or your family due to the life changing event





Loss of a Loved One?

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- Things to do might include:
 - Change beneficiary on TRS account and life insurance, if the loved one was named
 - Form W-4
 - Change number of dependents
 - Change status to single (if loss of spouse)
 - If you've moved to a new home, change your mailing address in the HR department
 - Drop a dependent on your health insurance plan(s)
 - Spouse or dependent, if covered under plan





And, the Most Important Thing.....

- Visit your HR and Payroll Department
 - We will walk you through the changes





Questions

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Submit your questions via email to:
estrada.r@lacklandisd.net