



Family Status Changes — Retirees

Information for:
All Funds

A family status change is a personal event that can have an impact on many aspects of your retired pension and benefits (life insurance, health insurance, etc.). Retired employees should use this fact sheet as a guide for updating information pertaining to your pension and benefits for the following family status changes:

- Marriage, civil union, or domestic partnership;
- Addition of a newborn child, adopted child, step-child, foster child, or legal ward to your family;
- Divorce or dissolution of a civil union or domestic partnership; or
- Death of a family member.

UPDATING PERSONAL INFORMATION

Name Change

To change your name on your pension account, write a cover letter stating your former name, new name, and last four digits of your Social Security number. Send the letter along with a photocopy of your N.J. Driver's license, Social Security Card, or current Passport showing the name change to:

**New Jersey Division of Pensions & Benefits
Retired Payroll
P.O. Box 295
Trenton, NJ 08625-0295**

You may also complete an *Affidavit of Name Change* which can be found on our website at: www.nj.gov/treasury/pensions

Address Change

If your address has changed, you should notify the New Jersey Division of Pensions & Benefits (NJDPB) as soon as possible. There are three ways you can update your address:

- By writing to the:

**New Jersey Division of Pensions & Benefits
Office of Client Services
P.O. Box 295
Trenton, NJ 08625-0295;**

- By calling the Automated Information System at (609) 292-7524; or
- Online via the Member Benefits Online System (MBOS). To register, visit our website.

If writing to the NJDPB, be sure to include your name, retirement number or last four digits of your Social Security number, both the new and old address, and your signature. If calling, you will need your Social Security number or retirement number ready. If you are enrolled in the State Health Benefits Program (SHBP) or School Employees' Health Benefits Program (SEHBP), your address on those records will be changed as well.

Pension and Group Life Insurance Beneficiary Designation

You may update your beneficiary information for pension and/or group life insurance at any time.* To do this, you can designate your beneficiary online if you are a registered MBOS user, or complete and return a *Retired Member Designation of Beneficiary* form to the NJDPB. The change is effective upon receipt, provided the designation is proper and complete. After approximately six weeks, a confirmation letter acknowledging the insurance beneficiary change will be sent to you from the Prudential Insurance Company; if you change your pension beneficiary, a confirmation letter from the NJDPB will similarly be sent to you. When completing the form to update your beneficiary designation:

- Thoroughly read the instructions.
- Carefully complete the online or paper form, making sure to indicate your beneficiary's full name (e.g., Mary Jones, not Ms. M. Jones). Paper *Retired Member Designation of Beneficiary* forms containing erasures, cross outs, or correction fluid will not be processed and a new form will be sent to you for completion.

*PERS and TPAF retirees cannot change their pension beneficiary for Option A, B, C, D, 2, 3, or 4, but may change their life insurance beneficiary.

To obtain a paper *Retired Member Designation of Beneficiary* form, contact the NJDPB Office of Client Services at (609) 292-7524. The form is also available on our website.

Alternate Benefit Program (ABP) Members or Defined Contribution Retirement Program (DCRP) members should complete a *Designation of Beneficiary* form to update your life insurance beneficiary. To change the beneficiary on your retirement investment, contact your chosen investment carrier(s).

New Jersey Deferred Compensation Plan (NJSEDCP) or Supplemental Annuity Collective Trust (SACT)* members should complete a *Designation of Beneficiary* form specific to their program. To obtain the form, contact the NJSEDCP at 1-866-NJSEDCP or SACT at (609) 292-7524.

Income Taxes

You may change your marital status and/or the number of dependents you claim in order to increase or decrease your level for withholding federal income tax. If you are a New Jersey resident, you can also update your withholding for New Jersey income tax. A federal *Form W-4P* and/or *Form NJ-W-4P* can be filed online if you are a registered MBOS user; paper forms are also available on our website.

The NJDPB cannot give tax advice. If you need help determining your level of withholding for federal income tax, please contact the Internal Revenue Service at 1-800-TAX-1040. For help with New Jersey income tax, contact the New Jersey Division of Taxation at 1-800-323-4400 (N.J. residents only). Out-of-state residents, please contact your home state's tax office, or see a professional tax advisor.

FAMILY STATUS CHANGES FOR HEALTH BENEFITS

When a family status change occurs, you are responsible for notifying the SHBP or SEHBP. The process to make any changes to your coverage begins with the completion of a *Retiree Health Benefit Enrollment and/or Change Form* which is available on our website.

You are required to submit supporting documentation of your family status change, such as a photocopy of your marriage certificate or child's birth certificate, in addition to the health benefits application.

The effective date of any change in which a dependent is added to coverage because of marriage, civil union, birth, adoption, etc., is the date the event occurred if the *Retiree Health Benefit Enrollment and/or Change Form* is filed with the Health Benefits Bureau within 60 days of the event.

If the *Retiree Health Benefit Enrollment and/or Change Form* and required documentation is not received within 60 days of the event by the Health Benefits Bureau, the effective date will be the first of the month following a full two-month waiting period from the date of receipt of the application.

For an adopted child, stepchild, foster child, or legal ward, additional supporting legal documentation is required to attest to the legal guardianship by the covered retiree. If the dependent you are adding to your coverage is eligible for Medicare, you must include a photocopy of his or her Medicare card showing enrollment in both Medicare Part A (hospital) and Part B (medical).

When Health Benefits Coverage Ends

To remove a dependent from your health coverage as a result of a change in family status, you must submit a *Retiree Health Benefit Enrollment and/or Change Form* to the Health Benefits Bureau. In cases such as the death of a dependent family member, divorce, or dissolution of a civil union or domestic partnership, coverage will end on the first day of the month following the date in which the event occurred.

SHBP/SEHBP coverage for dependent children ends on December 31 of the year in which they reach the age of 26. An over age dependent will be automatically deleted from your coverage; however, he or she may be eligible for continued dependent coverage if disabled. See the *Health Benefits Coverage Continuation for Overage Children with Disabilities* Fact Sheet.

Coverage for Over Age Children Until Age 31

P.L. 2005, c. 375 (Chapter 375), provides for medical and/or prescription drug coverage for an over age child by blood or law until age 31 who: is unmarried; has no dependent(s) of his or her own; is a resident of New Jersey or is a full-time student at an accredited public or private institution of higher education; and is not provided coverage as a subscriber, insured, enrollee, or covered person under a group or individual health benefits plan, church plan, or entitled to benefits under Medicare.

Under Chapter 375, an over age child does not have any choice in the selection of benefits and is enrolled in the same plan or plans (medical and/or prescription drug; there is no provision for eligibility for dental or vision benefits) that the covered parent has selected. The covered parent is responsible for the entire cost of coverage. For more information, see the *Health Benefits Coverage of Children Until Age 31* Fact Sheet.

*If you are a retired SACT member who has chosen the monthly variable annuity with guaranteed benefits to you or your beneficiary for five or 10 years and for your life only thereafter, you do not have the option to change your beneficiary.

Continued Coverage Under COBRA

If your dependent is no longer eligible for health benefits coverage due to divorce, dissolution of a partnership, or other ineligibility, your former dependent is entitled to continue participation in the SHBP/SEHBP under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). See the *COBRA — The Continuation of Health Benefits* Fact Sheet.

For more detailed information about your health coverage, including COBRA benefits, visit our website.

DIVORCE, DISSOLUTION OF A CIVIL UNION OR DOMESTIC PARTNERSHIP

In cases of divorce or dissolution of a partnership, you, your spouse/former spouse or partner, and your respective attorneys or authorized legal representatives have the right to obtain information about your benefits and how they are determined. Requests for additional information on Qualified Domestic Relation Orders (QDROs) and how they relate specifically to your retiree benefits may be submitted in writing to the:

**New Jersey Division of Pensions & Benefits
Legal Affairs Unit
P.O. Box 295
Trenton, NJ 08625-0295**

The *Divorce, Dissolution of a Civil Union and Your Retirement Benefits* Fact Sheet can be obtained on our website.

This fact sheet has been produced and distributed by:

**New Jersey Division of Pensions & Benefits
P.O. Box 295, Trenton, NJ 08625-0295**

(609) 292-7524

For the hearing impaired: TRS 711 (609) 292-6683

www.nj.gov/treasury/pensions