



Steps to complete a name change

Your name can be officially changed in Payroll, Campus and Email once you have submitted a copy of your new social security card with your new name and a copy of your Driver's License with your new name to the District Office Account Clerk.

[Click Here](#) to View the Federal SS5 form on how to obtain a new Social Security card.

Once this is submitted we will update the following for you:

BCBS, Delta Dental, Flex/HSA, MetLife.

You may also need to:

- Update your Beneficiary form.
- Update your W4 form to change allowances or update married/single.

You will need to contact the following benefit providers directly to update:

Investment providers:

EmPower 952-955-8216

Valic 800-892-5558

VOYA 800-728-0144

Retirement:

TRA 651-296-2409

PERA 651-296-7460

Update [Smart Systems](#) with any new address information and/or emergency contacts.

Update your My Data Tab on [Infinite Campus](#) to reflect any phone number updates.

Questions? Contact Paula Wanous at: wanouspaula@rockford.k12.mn.us