

NAME CHANGE

SUNY UPSTATE EMPLOYEES

PAYROLL To change your name with the payroll office, please bring your original (no copies) social security card displaying your new name to the Payroll Services office, 1st Floor, Jacobsen Hall. This cannot be done via self-serve.

BENEFITS Name changes are reported through Human Resources Benefits section—2nd Floor Jacobsen Hall 315-464-4941 to update the following records:

- **Health Insurance**
- **Dental/Vision insurance**

CSEA Benefit Trust Fund at 1-800-323-2732 for CSEA represented employees
UUP Benefit Trust Fund at 1-800-887-3863 for UUP represented employees

- **Retirement/Pension plan**

NYS Employees Retirement System (ERS) at 1-866-805-0990 or <http://www.osc.state.ny.us/retire/forms/index.php>

OR

CG Retirement Plan (BPAS) at 1-866-221-8780

OR

SUNY Optional Retirement Plan (ORP)
TIAA 1-800-842-2252 or www.tiaa.org/suny
Voya 1-800-584-6001 or <https://suny.beready2retire.com/>
Fidelity 1-844-343-0860 or www.fidelity.com
AIG 1-800-448-2542 or www.VALIC.com/suny

RF Basic Retirement Plan TIAA 1-800-842-2252 or www.tiaa.org/suny

Tax Deferred or Supplemental Retirement Annuity (TDA/SRA) - contact your selected investment provider:

TIAA 1-800-842-2252 or www.tiaa.org/suny
Voya 1-800-584-6001 or <https://suny.beready2retire.com/>
AIG 1-800-448-2542 or www.VALIC.com/suny
NYS Deferred Comp Plan 1-800-422-8463 or www.nysdcp.com
Fidelity 1-800-343-0860 or www.fidelity.com

UPSTATE UNIVERSITY HOSPITAL MEDICAL STAFF / CREDENTIALLED PROVIDERS To change your name with Medical Staff Services and in Epic, you must have these documents changed to your new name:

- NY State license(s)
- DEA
- National Provider Identifier (NPI)

Please provide copies of your updated signed license registration(s) and DEA to Medical Staff Services via email (medstaff@upstate.edu) or fax (315-464-8524).