Just Married?

Here’s a list of tasks related to your state benefits that you might need to tend to if you have just gotten married.

If your last name has changed:
To enable us to change your name in the payroll system, which drives your direct deposits and your W-2 form for income tax purposes, we must see an original copy of a new Social Security card showing your social security number and your new name. The name on your health insurance and other insurance plans cannot be changed until we see the proof that you’ve made the change with the Social Security Administration.

If you want to add your spouse to your health insurance:
Within sixty (60) days of date of your marriage, you must provide a copy of your marriage license and complete a GIC Form 1. To complete the Form 1, you’ll also need your spouse’s birthdate and social security number. If you miss the 60-day window of time, you will need to wait until the annual open enrollment period.*

* Note that if you are switching from an individual plan to a family plan, to obtain coverage for your spouse and/or stepchildren with an effective date of the day of your marriage, you may be required to pay the difference in cost between a family plan and an individual plan for up to 60 days in arrears, depending on how soon after your marriage you provide the proper documentation.

If your new spouse has children from a previous marriage that you want to enroll in your health insurance:
Within sixty (60) days of the date of your marriage, you must provide a copy (copies) of your new stepchild’s (stepchildren’s) birth certificate(s) and complete a GIC Form 1. To complete the Form 1, you’ll also need your stepchild’s (stepchildren’s) birthdate(s) and social security number(s). If you miss the 60-day window of time, you will need to wait until the annual open enrollment period.

If you want to add your spouse and/or stepchild (stepchildren) to your dental plan (NUP or MCCC):
You may obtain a BHE Dental Enrollment/Change form from Human Resources to add dependents to your plan.

If you want to add your spouse and/or stepchild (stepchildren) to your dental/vision plan (AFSCME):
You should log into the MA Public Employees’ Fund website at www.mpefund.org and download an “Add Eligible Dependents” form available under the “Brochures and Form” menu link.

If you want to add your spouse/stepchild (stepchildren) to your Basic Life insurance and/or Optional Life insurance beneficiaries:
You can obtain a GIC Life Insurance Beneficiary Designation form from Human Resources. There is no deadline on changing beneficiaries. This task can be done at any point.

If you want to add your spouse/stepchild (stepchildren) to your State Retirement beneficiaries:
You can obtain a State Retirement Board Beneficiary Designation/Change form from Human Resources. As with changing your life insurance beneficiaries, there is no deadline on this task.

If you are a member of the Optional Retirement Program instead of the pension plan and you want to change your beneficiaries for the life insurance included with that program:
You can obtain a Beneficiary Designation/Change form from Human Resources.

Are your federal and state income tax withholding allowances still correct with the increase in your family size:
If you want to review your current federal and state withholding allowance numbers and, if necessary, change them, you can speak to someone in Human Resources and obtain a new W-4 form for changing your Federal withholding and, if necessary, a form specific for your MA State tax withholding if it’ll differ from the Federal.