Marriage Didn’t Work Out?

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

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 remove your ex-spouse from your health insurance:
Within sixty (60) days of date of your legal separation or divorce, you must complete a GIC Form 1 and provide copies of the following documents:
- Page of the legal separation agreement or Divorce degree that shows date the action became legal
- Pages of the Divorce settlement or separation agreement that describe the health insurance provisions
- Signature page
To complete the Form 1, you’ll need your ex-spouse’s birthdate, social security number, and address. If you miss the 60-day window of time, you will need to wait until the annual open enrollment period.*

* Note that if you fail to report a legal separation, divorce or remarriage, your health plan and the GIC have the right to seek recovery of health claims paid or premiums owed for your former spouse.

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

If you want to remove your former spouse your dental/vision plan (AFSCME):
You should log into the MA Public Employees’ Fund website at www.mpefund.org and download a “Request to Remove Coverage for Ex-Spouse” form available under the “Brochures and Form” menu link.

If you want to remove your former spouse from 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 remove your former spouse from 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 decrease 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.