

Change in your Personal Status?

(married, divorced, etc.)

Due to a change in your personal status you may want to change some of your personal information on file with Human Resources. The following are some common areas where you may want to change some of your personal designations:

EMERGENCY Information:

Name (Last, First)

Relationship

Phone Number

SPOUSE Information:

Add the following SPOUSE Information:

Spouse Name (Last, First, Middle)
(optional)

Telephone Number

Spouse SS# (optional)

Spouse Birth Date

Please REMOVE previously submitted SPOUSE Information

HEALTH Insurance Changes:

Call District Insurance Office at 641-5000 x1242 within 30 days of the following changes:

- Marriage
- Divorce
- Newborn/Adoption

OTHER Information:

There are other important documents that many forget to adjust/revise after a change in personal status; please consider reviewing/changing the following documents:

VENTURA UNIFIED SCHOOL DISTRICT FORMS:

W4 Form

Employee's Withholding Allowance Certificate – you should complete a new form whenever your financial or personal situation changes.

Designation of Person to Receive Warrant Allows you to designate a person who can receive your pay warrants or checks in the event of your death.

RETIREMENT ORGANIZATION FORMS

CalPERS

Post Retirement Lump Sum Beneficiary Designation form - Changing Your Beneficiary. Use this form to designate recipients to receive the one-time benefit that may be payable in the event of your death.

CalSTRS

Recipient Designation Form Use this form to designate recipients to receive the one-time benefit that may be payable in the event of your death.

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities and employment shall be free from discrimination based on actual or perceived sex, sexual orientation, gender, marital or parental status, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, section 504 disability, age, or any other unlawful consideration, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity.