Stamford Public Schools
EXCELLENCE IS THE POINT.

Change in Spouse's Employment Checklist

Changes in a Spouse's Employment Include:

Hiring/Termination

Change in Part Time/Full Time Status (i.e. going from full time employment to part time employment and vice versa)

Health, Dental, and Prescription Drug Benefits

- ☐ Within 30 days of spouse starting or terminating employment, submit enrollment change form to Benefits Administration Office to cancel or start benefits coverage
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Supporting Documentation

- ☐ Letter from spouse's employer stating hire date or termination date on their letterhead.

If adding Spouse:

- ☐ State Marriage Certificate
- ☐ Front page of most recent 1040 (numbers can be blacked out just need to see filing status)

If adding any children:

- ☐ Copy of the Birth Certificate for each child being added
- ☐ Copy of the Social Security Card for each child being added

Life & Accident Insurance

- ☐ If additional life insurance coverage is wanted: Within 30 days of date of change in employment status, submit application and evidence of insurability form to purchase additional insurance coverage. Life insurance policies are not guaranteed and are subject to evidence of insurability.
- ☐ **Update beneficiary designations.**

  For Teachers and Admin: Stamford Public Schools Beneficiary Form and TRB Life Insurance Beneficiary Form
- ☐ **For Paraeducators and Security:** Stamford Public Schools Beneficiary form and Pension Beneficiary Form
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Flexible Spending Accounts

- ☐ Enroll or make changes in flexible spending accounts within 30 days from the date of spouse starting or terminating employment
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Questions

- ☐ Enrollment – 977-4773

The onus is on the employee to check their Paystub.
Please check that the deducted amount is accurate.