



educational service center  
*of Franklin County*

## Employee Name Change

Remember to notify the following organizations:

1. Your retirement system

- a. State Teacher Retirement System  
614.227.4090 in Columbus area  
1.888.227.7877 toll-free  
[www.strsoh.org](http://www.strsoh.org)

OR:

- b. School Employees Retirement System  
614.222.5853 in Columbus area  
1.866.280.7377 toll-free  
[www.ohsers.org](http://www.ohsers.org)

2. Your insurance carriers (if applicable)

- c. Polaris Benefit Administrators (health and dental)  
614.901.2415, ext 403 in Columbus area  
1.800.234.0225, ext 403 toll-free
- d. Ameritas (Vision)  
1.800.487.5553

**\*\* Note:** If name change is due to marriage or divorce, please contact Mary Lou Wright at 614.542.4137 if your coverage will be changing. Example: switching from Family to Single or vice versa.

**For ESC Staff Only (not needed for agency or city/county staff)**

If this name change affects your Emergency contacts, complete a new Emergency Notification form (available on ESC Web site). Return the form to Barb Eberhard in Business Services.

**Important**

IRS regulations require that social security records match W2 data. In other words, name and social security number on the W2 must match information on file with Social Security Administration. Therefore, we will process your name change in our payroll records only upon receipt of confirmation from the SSA that your name has been updated in their files (i.e. – copy of your corrected social security card).