



Montgomery County  
Public Schools

# Changing your Name?

Here's what you need to do:

## **For Human Resources:**

- Employee Information Change Form – need SSN card

## **For Payroll & Benefits:**

- Your name is updated in our payroll system when HR changes your name. This also changes your name for taxes. If you would like to update your taxes, you can log into ESS and update them there.
- If you have benefits:
  - **Anthem:** Complete the Member Change Form & return to the Payroll Office
  - **VRS** (Virginia Retirement System): (Updated once HR changes it)
    - If you want to update your beneficiaries, it's available on the VRS website
  - **Ameritas** (Dental & Vision): Change form can be found on the MCPS website under Optional Benefits

\*The necessary forms can be found on the MCPS website under:

- Departments
- Finance
- Payroll & Benefits Information