Pulaski County – Human Resources Department
NAME & ADDRESS CHANGE FORM

NAME CHANGE

You must notify HR directly of all name changes and provide a copy of the new Social Security Card for insurance updates and verification.

Please be advised - status changes such as marriage and divorce initiate insurance updates, please be sure to add or delete spouses and dependents within the required 30 days; any missed deadlines or subsequent changes must wait until Open Enrollment.

Advise your supervisor to notify IT if you would like your email address updated

Current Name: _____ _____ _____
Last First MI

New Name: _____ _____ _____
Last First MI

Signature: _____ Date: _____

ADDRESS CHANGES ONLY

Employees must go to our Employee Self Service (ESS) to update address changes:

https://selfservice.pulaskicounty.org/ess/login

Please use the following links to complete *address only* updates if they pertain to you:

Employee Navigator: https://www.employeenavigator.com/benefits/account/login

Virginia Retirement System: https://myvrs.varetire.org/login

Notify Brad Vaught (only if you ever have AP checks issued): bvaught@pulaskicounty.org

National Bank (only if you participate in the Christmas Club): Must be updated directly with the bank

Nationwide 457b Plan – to access the form for Nationwide go to Pulaski County website and click this link:

https://www.pulaskicounty.org/documents/hr/benefits/Nationwide_Change_form.pdf

If you need assistance with updating your name and/or address, you may reach out to Human Resources at:

hr@pulaskicounty.org