

# NAME CHANGE FORM

Use the checklist below to help you complete the form on the following page so we can update your name on your 457(b), 401(k), 401(a), 403(b), IRA, and RHS ICMA-RC plan accounts.

By providing all the necessary information, we can avoid delays and take care of your request as soon as possible.



## COMPLETING THE FORM

### SECTION 1

- You can quickly get your Employer Plan Number and Employer Plan Name from your quarterly statement or by logging in to your account online at [www.icmarc.org/login](http://www.icmarc.org/login).
- You must enter the last four digits of your Social Security Number so we can accurately identify you.
- Enter your full *former* name.

### SECTION 2

- Enter your full *new* name.
- Include one of the following legal documents – a driver's license, marriage certificate, or divorce decree – that *clearly* shows your new name.

### SECTION 3

- Check one box only, indicating whether you are now married or single.

### SECTION 4

- Sign the form using your new name.
- Enter the date of your signature.

### CHECK YOUR BENEFICIARY DESIGNATIONS

- Make sure the person(s) named to acquire your account in the event of your death is still appropriate. This is especially important if you were recently married or divorced, or if your spouse has passed away. **You can update your retirement account beneficiaries online by logging in to your account at [www.icmarc.org/login](http://www.icmarc.org/login).**

## SENDING THE FORM

- Include the completed Form.
- Include a copy of a legal document – either a driver's license, marriage certificate, or divorce decree – that *clearly* shows your new name.
- Mail or fax to us – use the mailing address shown at the bottom of the form or fax it to **202-682-6439**.

