



ADMINISTRATIVE SERVICES HUMAN RESOURCES
Notice of Change to Benefits

Instructions:

County policy, benefit providers and federal law (COBRA) require notice for changes in personal data of employees. If you experience any of these changes, please provide the information to Human Resources within 30 days of the event/change.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_
Department: \_\_\_\_\_
Union Group (ie. MCBA, Deputy Sheriff, Unrep): \_\_\_\_\_

Events Affecting Coverage

Please refer to "Employee Status Changes" chart on the County website for additional forms needed depending on the event/change.

- Marriage (date of marriage)
Birth/Adoption of a Child (date of birth/adoption)
Beneficiary Change
Death of a Dependent (name & date of death)

COBRA Qualifying Events Affecting Coverage

These events may cause a loss of coverage for your spouse/dependent(s). Federal law (COBRA) requires we receive this information so we can notify your spouse/dependent(s) about their options to continue coverage on a self-pay basis.

- Divorce (effective date)
Legal separation (effective date)
Dependent child no longer meets definition of dependent (effective date)

Spouse/Dependent(s) affected:

Table with 3 columns: Name, Relationship, Address. Rows 1, 2, 3.

Return to:
Whatcom County Human Resources
311 Grand Avenue, Suite 107
Bellingham, WA 98225

orig: Personnel File
COBRA notices sent: [ ] Email Notices - NWA, WCIF, LEOFF