

# EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

**Note:**  
*Reminding employees to notify OPERS of a name change can make the retirement process go smoother.*

## Notifying OPERS of name changes

### Who should read this notice

Those responsible for maintaining accurate employee records

### Situation overview

In an effort to maintain the integrity of your employees' retirement accounts, employers are reminded to direct employees to notify OPERS if they have a legal name change. Notification to OPERS at the time the change occurs will save your employees time when processing their retirement or an account refund.

### What you need to do

OPERS cannot accept notification of an employee name change from an employer. Please provide your employee with the following information and correct form when you are made aware of a legal name change:

- *Maiden name to married name*  
The **employee** must submit to OPERS:
  - *Address/Bank/Name Change Request* (form F-50), and
  - Copy of the marriage certificate.
  
- *Married name to maiden name*  
The **employee** must submit to OPERS:
  - *Address/Bank/Name Change Request* (form F-50), and
  - Complete copy of their divorce or dissolution decree, and
  - Separation agreement (if applicable).Please note this level of documentation is necessary to legally determine retirement account benefits.
  
- *Legal name changes for any other reason*  
The **employee** must submit to OPERS:
  - *Address/Bank/Name Change Request* (form F-50), and
  - The entry of the legal name change issued by a probate court (Ohio or any state) or a copy of their Social Security card with the new name.

### Why this is important

For many of your employees, a retirement account becomes a significant asset over time. As with any financial account or other asset, preserving the integrity of the account with accurate and up-to-date information is important for your employees' future financial status.

### Changes to the *Employer Manual*

This information reinforces the information found in the *Employer Manual*; no revisions have been made as a result of this *Employer Notice*.

**(More information on back.)**



1-888-400-0965

www.opers.org

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**Who to contact for more information**

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at 1-888-400-0965 or via the Internet at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

*This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.*



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