



# Benton County Address and Name Change Process

## To update information with Benton County:

For Name Changes: Complete Benton County Employee Name Change Form and Submit to HR

For Address Changes: Update in Employee Self Service

- Update address: under Contact Information
- Be sure to update Emergency Contacts as well, if needed

## To update information with your health benefits administrator:

*If you are not sure what plans you are enrolled in, contact HR*

### UEBT

- Phone: 800-223-2449
- Email: [staff@unitedemployees.org](mailto:staff@unitedemployees.org)

### VEBA

- [www.hraveba.org](http://www.hraveba.org)
- Click on Participant Logging > My Profile> Update Mailing Address (if you have any issues with this site, please contact VEBA)

### Northwest Administrators (NWA) Medical

- Phone: 800-458-3053

### Teamsters Pension

- Phone: 800-458-3053

## For employees enrolled in the following:

### Mission Square Participants

Rep: Shirley Brost  
Email: [Sbrost@missionsq.org](mailto:Sbrost@missionsq.org)  
Phone: 202-759-7025

### Nationwide Participants

Rep: Daniel Black  
Email: [blacd8@nationwide.com](mailto:blacd8@nationwide.com)  
Phone: 509-934-7164

### Aflac

Rep: Gayle Dunbar  
Email: [gayle\\_dunbar@us.Aflac.com](mailto:gayle_dunbar@us.Aflac.com)  
Phone: 202-759-7025