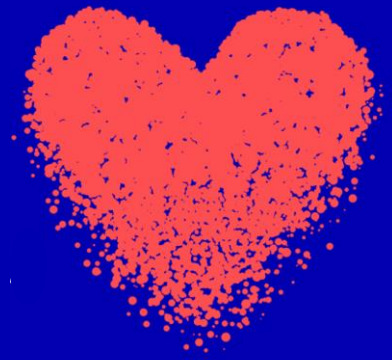


Benefits for Life Card

Moving



This HIMSS Benefits Life Event Card is designed to *support all of you* by giving you the information you and your family needs during a life transition.



Overview

Congratulations on your upcoming move. There are several items that will need to be unpacked prior to your move. Below you will find instructions for changes based on the following situations.

- Moving **within** the state you currently reside in
- Moving **out of the state** you currently reside in
- Moving if you are in **international employee**



Top Things to Know

Moving within the state you already reside in

- Update your address in your ADP profile through the [self-service portal](#)
 - This change will be routed for HR approval through the system
 - Once approved by HR, your change of address will feed over to our benefit carriers

Moving out of the state you currently reside in

- Obtain VP and manager approval prior to moving
- Make [HR](#) and [Payroll](#) aware of the approved move – this is to ensure compliance with benefits and employer tax registration
- If applicable, complete a telecommuting agreement with the HR Business Partner
- Once you have moved, update your address in ADP through the [self-service portal](#)
 - This change will be routed for HR approval through the system
 - Once approved by HR, your change of address will feed over to our benefit carriers

Moving if you are an international employee

- Make the payroll team aware of your new address to keep the payroll vendor current
- Update your address in your ADP profile through the [self-service portal](#)
 - This change will be routed for HR approval through the system
 - Once approved by HR, HR will notify Payroll who will update your payroll provider with updated information



Where to go for Support

Contact the HR team for guidance at humanresources@himss.org