LIFE EVENTS:  
DIVORCE CHECKLIST

1. HEALTH, DENTAL AND VISION INSURANCE

☐ Remove ex-spouse and/or ex-stepchild(ren) from health, dental and vision policies since they are no longer eligible for coverage

☐ Provide an up-to-date mailing address for your ex-spouse and/or ex-stepchild(ren) so a COBRA continuation notice can be sent

☐ If you lost coverage under your ex-spouse’s plan, you can request to enroll in Duke’s plans within 30 days of the divorce date

☐ A copy of the divorce decree is required for any changes requested, and changes will take effect the date of the divorce

2. REIMBURSEMENT ACCOUNTS

☐ Decrease your annual contribution to your health care reimbursement account if ineligible dependents are being removed from your coverage

☐ Enroll in the health care and/or dependent care reimbursement account if you are losing coverage under your ex-spouse’s plan

☐ Increase contribution to dependent care account if there is a significant increase ($50 per month or more) in daycare expenses

☐ Drop your dependent care account if your ex-spouse is now caring for the child(ren) or covering all daycare expenses

3. LIFE INSURANCE

☐ Assess coverage needs based on current and future short and long term debt

☐ Update beneficiary designations

☐ Purchase additional insurance coverage if necessary

☐ Contact the HRIC or specific program vendors for assistance regarding continuation options for ex-spouse and/or ex-stepchild(ren)

☐ Obtain legal counsel to establish or amend a trust fund or will

4. 403(B) RETIREMENT PLAN

☐ Update beneficiary designations

☐ Notify retirement vendors of address changes in writing

☐ Contact the HRIC for assistance
5. OTHER INSURANCES

☐ Contact Mercer Voluntary Benefits to remove ex-spouse to Personal Casualty insurance

6. PERSONAL INFORMATION

☐ Update name, address and/or marital status by requesting a Personal Data Change from your supervisor or departmental payroll representative

☐ Update federal and state tax withholdings online through Duke@Work