

Arlington Public Schools

Arlington, Massachusetts

Payroll Department

781-316-3515

Hello:

When a teacher marries, we will need to obtain the following information from him/her:

We will need a new exemption certificate to change your tax filing status and, if you choose, to change your name. Tax forms are on the Arlington Public School web site:

http://www.arlington.k12.ma.us/eforms/payroll_forms/

If you are a member of **our Health Insurance Plan**, you have the following options:

1. Remain as an individual member
2. Change from an individual member to a family membership
3. Cancel your membership if your spouse has some other form of insurance

If you are making a change, it is important to notify the Health Benefits Coordinator (x3505) within 30 days of the event.

If you carry life insurance through the school, and you wish to change the beneficiary on your policy, please notify us and we will send you the necessary forms.

The **Teacher's Retirement Board** will require a copy of your marriage certificate for their records.

This may be directly sent to:

Massachusetts Teacher's Retirement Board

One Charles Park, 2nd Floor

Cambridge, MA 02142-1206

Also, send a copy of marriage certificate to Payroll with a note giving your maiden name (if you have changed your name), school, etc.

Thank you,

Julia McLaughlin
Payroll Department