



How to Change your Address and Beneficiaries After you Leave CenturyLink

It is very important that you keep your personal information up-to-date with CenturyLink, even after your employment ends. Please use the below table to obtain instructions on how to update your address or personal information for each benefit listed.

Each plan must be notified of your address change separately. Notice to one is **not** notice to all.

<ul style="list-style-type: none"> • If your address changes during the year of termination for W-2 purposes; • If you may have an STI payment payable the following year after you terminate; • If you are a Director & above on severance 	Send an email to HRconnect-NA@centurylink.com and include your full name, date of birth, last 4 digits of your SSN or your SAP ID, your old address and your new address.
Pension Benefits:	Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 4) or go online to www.centurylinkpension.ehr.com
Pension Payments (State Street):	Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 5) or go online to https://ctl.mypenpay.com
Health & Welfare (COBRA or Retiree Benefits):	To change your address: Call the CenturyLink Service Center at 866-935-5011 (new number) or go online to www.centurylinkhealthandlife.com
Health & Welfare Retiree Life Insurance	To update or change your beneficiaries: Call the CenturyLink Service Center at 866-935-5011 (new number) or go online to www.centurylinkhealthandlife.com
401(k) Retirement Savings:	To change your address or update beneficiaries: If you left the Company less than 12 months ago: Call the CenturyLink Service Center at 800-729-7526 (Option 2, Option 8, Option 3) If you left the Company more than 12 months ago: Call Wells Fargo at 877-379-0118 or go online to www.wellsfargo.com/retirementplan
Prescriptions (mail order only):	Call the number on the back of your Medical ID card. Indicate that you need to update your address with OptumRx.
Disability Benefits/Payments:	Call The Standard at 855-290-9480