



Human Resources

Qualifying Life Event Change Form

Employee Name

Employee Badge ID Number:

Employee Phone Number:

Date of Event:

(Last date of coverage, newborn date of birth, new coverage start date):

I have experienced the following change in status (**must** be within 31 calendar days from the event date) and wish to change/revoke my existing cafeteria plan election and make a new election for the remainder of the current plan year.

Please Indicate the Qualifying Event

☐ Termination or loss of eligibility for spouse

☐ Marriage or Divorce

☐ Death of spouse or dependent

☐ Gained other coverage

☐ Birth or Adoption of a child

☐ Other

☐ Attained age 26 / loss of other group coverage

☐ Administrative Change / Error

Print Names: Employee, Spouse, Child(ren)

Action:
(Check One)

Benefit Type: (Medical, Dental (high/low), Vision (high/low), etc.)

☐ Add ☐ Drop

☐ Add ☐ Drop

☐ Add ☐ Drop

☐ Add ☐ Drop

☐ Add ☐ Drop

☐ Add ☐ Drop

I understand that if there is an interruption of monthly payments, benefits may be terminated until the next open enrollment. I may choose to keep my coverage current; however, I will be personally responsible for making the monthly payment to my employer. It is the employee's responsibility to contact benefits and submit all required documents within 31 days to the benefits department.

I certify the above information is true and correct to the best of my knowledge. I understand that my benefit election with regards to other benefit coverages not listed above will remain in effect. I further understand that this change will become effective the first of the following month from the event date. Retro cancellations are not permitted by the carrier. I understand it is my responsibility to submit the required forms and documentation within 31 calendar days of the event and late or partial submissions will not be accepted.

Employee Signature:

To be completed by Human Resources

Payroll effective date:

Notes:

Date Signed:

HR SIGNATURE:

DATE COMPLETED BY HR:

☐ Updated in Munis Payroll
☐ Updated in FFGA

Premiums are deducted for the current month (August payroll pays for August premiums and so on). There may be a possibility of multiple premiums owed based on the event date, when documents are received and process completed. It may take up to two pay cycles to see an adjustment on your pay check.