

Open Enrollment (October 1 – October 31, 2007)

Make changes to your current benefit elections. Submit changes from October 1, 2007 – October 31, 2007. Forms are available at our office or online at <http://www.usfca.edu/hr/hrforms>. Changes will be effective January 1, 2008. Return all applications in a confidential envelope to Sharon Hom.

Please note if enrolling in:

- ❑ Optional Life Insurance: Need to complete application AND Evidence of Insurability (EOI) forms. Please send Optional Life application to Sharon Hom and the EOI form to SunLife Assurance Company of Canada. SunLife must approve EOI for coverage to be effective.
- ❑ Flexible Spending Account: Must re-enroll in plan each year to be effective. Must enroll if receiving Childcare Subsidy.
- ❑ Health: If changing carriers please complete change form to drop current plan AND complete enrollment application for new carrier.
- ❑ 403(b) Supplemental Retirement Plan: You can enroll, stop, increase or decrease your contribution at anytime during the year. To enroll, change, or stop, please complete a 403(b) Supplemental Retirement application (Fidelity, TIAA CREF, or Valic) and a 403(b) Tax Deferred Annuity Plan Authorization for Salary Reduction Form.