

YALE UNIVERSITY BENEFITS
REQUEST FOR ELECTION, REVISION OR CANCELLATION OF
YALE UNIVERSITY BENEFIT PLANS OUTSIDE AN OPEN ENROLLMENT PERIOD

This request must be accompanied with:

- 1) Documentation that supports the status change noted below **and**
- 2) A completed form for each program that is to be changed

INSTRUCTIONS:

Check below the caption that best describes the reason for your request. Sign and date this form and submit it to the Employee Service Center with all necessary enclosures *within 30 days of the "status change"*.

• I request to revoke or modify my Benefits because of a change in my family status for such reason as:

- ☐ Recent marriage or civil union
- ☐ Legal separation or divorce
- ☐ Recent birth or legal adoption / guardianship of a dependent child
- ☐ Death of a spouse or a dependent child
- ☐ Grant or enhancement of benefit coverage to my spouse or dependent
- ☐ Loss or reduction of my spouse's benefit coverage
- ☐ Termination of employment for my spouse or myself
- ☐ Other (explain below) <http://www.yale.edu/honline/benefits/qualevents.html>

- **The status change noted above occurred on** _____/_____/_____ **Month/Day/Year**

- **USE THIS SPACE BELOW TO TELL US WHAT ELECTION(S) YOU NOW REQUEST.**

Note: Changes made outside an Open Enrollment Period may result in a Flexible Benefit Plan Revision.

The tax advantages, which the Flexible Benefits Plans provide, are subject to governmental rulings, regulations and application of the tax laws by the Internal Revenue Service. The above requested benefit modifications, if approved, will be based on the Administrator's understanding of current tax laws and rulings. Yale University anticipates but does not promise the tax consequences of participation or withdrawal from the plans.

Participants Signature

Social Security **or** Employee ID Number

Work Phone Number

Date (Month/Day/Year)

Deliver or Mail to:

Yale University Employee Service Center
221 Whitney Avenue
P.O. Box 208256, New Haven, CT 06520-8256
Phone: 203-432-5552
Fax: 203-432-5153