

REMINDERS

- ❖ The benefits you select now will be what you have through the end of the year. Open Enrollment will be held in late-October, early-November so you can make changes effective January 1 of the following year.
- ❖ If you are covering your spouse, you will need to provide a copy of your marriage certificate.
- ❖ For any dependents that you are covering, you will need to provide their name as it appears on their social security card, their social security number, and date of birth.
- ❖ If you choose the DHMO dental plan (Managed Dental Care plan), you have to choose a provider from the Managed DentalGuard Network. Go to guardiananytime.com, find a provider to perform a search. I will need the provider's PCDID #.
- ❖ Regular Retirement Plan
 - If, after completing the questionnaire, it appears that you may be eligible to begin participation now, you will need to provide documentation regarding your most recent employer's retirement plan. This documentation will need to verify your participation, the type of plan, if you were 100% vested, and if the funds are all still in your account (no distributions were taken).
 - Eligible employees will be automatically enrolled in the 403(b) plan on a pre-tax basis at a 3% contribution rate. You may make a different deferral election by logging onto the TIAA website. You will receive more information and instructions via US Mail.