

Mail to: P.O. Box 14766, Lexington KY 40512-4766

FAX to 1-866-672-4780

**1**

SOCIAL SECURITY #		HOME PHONE ( ) ( )		WORK PHONE (W/ EXTENSION IF APPLICABLE) ( ) ( )	
LAST NAME			FIRST NAME		MI
ADDRESS (STREET)			CITY		STATE ZIP
BIRTH DATE / /	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	DATE EMPLOYED / /	<input type="checkbox"/> 10-MONTH EMPLOYEE <input type="checkbox"/> 12-MONTH EMPLOYEE
E-MAIL ADDRESS					
SELECT YOUR EMPLOYER AGENCY BELOW:					
<input type="checkbox"/> State Agency (Centralized Payroll)	<input type="checkbox"/> New Jersey City University (00411)	<input type="checkbox"/> College of New Jersey (00415)	<input type="checkbox"/> New Jersey Institute of Technology (32700)		
<input type="checkbox"/> The Legislative Group (CS26)	<input type="checkbox"/> Kean University (00412)	<input type="checkbox"/> Ramapo College of NJ (00420)	<input type="checkbox"/> Rutgers University (90010)		
<input type="checkbox"/> Palisades Interstate Park Commission (00330)	<input type="checkbox"/> William Paterson University (00413)	<input type="checkbox"/> Richard Stockton College of NJ (00421)	<input type="checkbox"/> New Jersey Building Authority (39900)		
<input type="checkbox"/> Rowan University (00410)	<input type="checkbox"/> Montclair State University (00414)	<input type="checkbox"/> Thomas Edison State University (00430)	<input type="checkbox"/> University Hospital (00498)		
ENROLLMENT STATUS: <input type="checkbox"/> NEW HIRE <input type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> CHANGE IN STATUS** <input type="checkbox"/> ERRONEOUS ENROLLMENT CORRECTION					
<b>** REQUIRES ADDITIONAL DOCUMENTATION FOR CHANGE IN STATUS (SEE PAGE 2).</b>					

**INSTRUCTIONS**

**2** **HOW TO ENROLL IN THE FLEXIBLE BENEFITS PLAN:**  
Indicate any benefits in which you want to participate by completing Section 3 below. Enter the corresponding annual election amount of the benefits you have chosen.  
**RETURN YOUR COMPLETED ENROLLMENT FORM TO WageWorks at above address or fax to 1-866-672-4780. Questions? Call Customer Service at 1-855-428-0446.**

**FLEXIBLE BENEFITS**

**3** Indicate all selections by entering the necessary information below. You must enter a dollar amount to receive the corresponding benefit.

I wish to enroll in the  
**MEDICAL EXPENSE PLAN BENEFITS**

For uninsured eligible medical/dental/vision expenses incurred by you, your family members, or both. (Minimum contribution is \$100 per year; maximum allowable contribution is \$2,500 annually.)

Total Plan Year Dollar amount. \$ \_\_\_\_\_

**THIS IS YOUR ANNUAL TAX-FREE SALARY DEDUCTION AMOUNT**

I wish to enroll in the  
**DEPENDENT CARE PLAN BENEFITS\***

TAX FILING STATUS [PLEASE CHECK ONE]:

Married, filing separately [maximum - \$2,500]       Married, filing jointly [maximum - \$5,000]       Single, head of household [maximum - \$5,000]

Total Plan Year Dollar amount (minimum \$250 per year). \$ \_\_\_\_\_

**THIS IS YOUR ANNUAL TAX-FREE SALARY DEDUCTION AMOUNT**

\* Eligible expenses for the care of eligible dependents include day care centers, private baby sitters, nursery schools, etc., but do not include expenses for medical care. Children are no longer eligible upon reaching age 13.

**CHANGE IN FAMILY STATUS**

**4**

DATE OF CHANGE IN FAMILY STATUS: / /

**DUE TO:**  Marriage  Divorce  Birth or legal adoption of child  Death of dependent  Change in work status of spouse  
 Significant change in health coverage due to spouse's employment  Change in cost or coverage of Dependent Care

**CHANGE - Please complete the following:**

I elect to change my Annual Salary Deduction Amount from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ for the Unreimbursed Medical Spending Account due to a Change in Family Status.

I elect to change my Annual Salary Deduction Amount from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ for the Dependent Care Spending Account due to a Change in Family Status

I hereby authorize my Employer to reduce my gross salary (before federal income and Social Security taxes are calculated) by the total annual election amount of my Flexible Benefits. I understand that I CANNOT CHANGE THE AMOUNT OF THE REDUCTION OR REVOKE THIS AGREEMENT DURING THE PLAN YEAR UNLESS THERE IS A CHANGE IN STATUS AS DEFINED BY IRS RULES. I further understand that any amount remaining in my Flexible Spending Accounts that is not used during this Plan Year CANNOT BE ACCUMULATED AND CARRIED FORWARD TO THE NEXT PLAN YEAR BUT WILL REVERT TO MY EMPLOYER.

The total tax-free salary deduction amount specified above will continue in effect for the period of this plan year unless I discontinue or modify my Agreement through terminating employment or taking an unpaid leave of absence from employment. I UNDERSTAND AND AGREE THAT MY EMPLOYER, UNION AND WAGEWORKS, THE CONTRACT ADMINISTRATOR, WILL BE HELD HARMLESS FROM ANY LIABILITY RESULTING FROM EITHER MY PARTICIPATION IN THE FLEXIBLE BENEFITS OR MY FAILURE TO SIGN OR ACCURATELY COMPLETE THIS ENROLLMENT FORM. I hereby appoint my Employer or Employer's designee to serve as Agent to receive any funds that might be returned from the benefit plans, and to use these funds in the best interest of the employees for the purpose of reducing future premiums and improving benefits on behalf of employees, defraying administrative costs or for such other purpose as permitted under applicable state and federal law.

When enrolling in either or both FSAs, written notice of agreement with the following will be required: 1) I will only use my FSA to pay for IRS-qualified expenses eligible under my employer's plan, and only for me and my IRS-eligible dependents, 2) I will exhaust all other sources of reimbursement, including those provided under my employer's plan(s) before seeking reimbursement from my FSA, 3) I will not seek reimbursement through any additional source, and 4) I will collect and maintain sufficient documentation to validate the foregoing.

**IMPORTANT:** I understand that if I elect not to participate in salary reduction with respect to the FLEXIBLE BENEFITS PLAN benefits listed in Section 3 above, I hereby forego my rights to participate at this time.

EMPLOYEE SIGNATURE	DATE SIGNED
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## Making Changes to Flexible Spending Accounts

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***The Enrollment/Change In Status Form (including Section 4 and supporting documentation) can be completed if you have experienced an IRS-qualifying change in status (CIS).***

Below are examples of qualifying CIS events and acceptable forms of documentation:

Qualifying Event	Documentation
Marriage	official or temporary copy of marriage certificate
Divorce	copy of divorce decree that includes the judge's signature and date the divorce was finalized
Legal separation	copy of legal separation decree including the effective date
Death of Employee, Spouse or Dependent	copy of death certificate
Adoption or Placement for Adoption of a Child*	copy of adoption papers or other court-issued forms that contain the judge's signature
Birth of a Child*	birth certificate, crib card, or hospital bill
Starting and/or Return from Unpaid Leave of Absence for Employee (i.e. Family Medical Leave Act, FMLA)	letter from the employer or personnel office stating the date the unpaid leave of absence began or the date of return to the payroll
Gain or loss of spouse's or dependent's eligibility for health insurance coverage due to a change in employment	letter from spouse's or dependent's employer stating the date of the employment change and the nature of the change in health insurance coverage
Gain or loss of dependent's eligibility status by attaining a specified age or due to a change in student or marital status	copy of birth certificate, documentaion from dependent's college such as tuition bill or diploma, marriage certificate

\*Coverage effective date is the date of the birth or the adoption.

*Consistency Rule: The proposed change in status must be consistent with the type of change experienced. For example, add a dependent and increase the election amount, or drop a dependent and decrease the election amount.*