

Employee Add / Term

Changes in existing enrollment/terminating an employee - please provide:

Employer Name:

Employee Name:

Effective Date of Termination or change: (must be the last day of the month, benefits will run through the last day of the month):

***Qualifying Event: (New Hire, added dependent, see below*)**

[If the request is received by the TPA 7 business days prior to the last day of the month, the change in enrollment will typically show on the following month's bill. If the request is received less than 7 business days prior to the end of the month, the change will show up on the subsequent bill.]

New Hires - Please Provide:

Employer Name:

Fully completed legible Employee Enrollment form

Effective Date of enrollment:

[To process enrollment for a subsequent month, please provide new enrollment requests and EE form on or before the 15th of the month.]

***Qualifying Event:**

IRS Section 1.25 pertains to qualifying events in health insurance plans, particularly under cafeteria plans. It allows employees to revoke their health insurance elections during a period of coverage and make new elections under specific conditions, such as the birth of a child or the adoption of a dependent. Employers must provide special enrollment rights for certain employees and dependents, ensuring they have the opportunity to enroll in health coverage when necessary.