

YALE UNIVERSITY BENEFITS
REQUEST FOR ELECTION, REVISION OR CANCELLATION OF
YALE UNIVERSITY BENEFIT PLANS OUTSIDE AN OPEN ENROLLMENT PERIOD
<http://www.yale.edu/hronline/benefits/qualevents>

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 Benefits Office 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
- () 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/hronline/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 #

Date _____ - _____ - _____
Month Day Year

Deliver or Mail to: Yale University Benefits Office, 155 Whitney Avenue, Rm #130
 PO Box 208256, New Haven, CT 06520 - 8256

PHONE (203) 432-5550 FAX (203) 432-7575