



Important Voluntary Benefits Open Enrollment Deadlines

- ✓ If new: due within 1st 60 days
- ✓ Jan. 1st open enrollment: due by Dec. 15th

Since you are an employee of a client who uses PayCheck Connection, LLC for payroll services, you have the option to enroll in Voluntary Benefits that are **Large Group, Guaranteed Issue** which creates lower cost voluntary options for you. Please see instructions below if:

- ✓ You are within the first 60 days of employment and work a minimum of 15hrs per week
- ✓ Open enrollment for January 1st of the new year - Open enrollment gives you the opportunity to:
 - Enroll in new benefits;
 - Drop or add dependents; or,
 - Drop coverage entirely.

All open enrollment benefit summaries, rates, and applications are available within this website. Deductions for benefit premiums will begin the month prior to the effective date to accommodate the billing requirements of our carriers.

For current employees already enrolled in benefits: if no change to existing benefit coverage is desired, employees do **NOT** need to complete new enrollment forms. Only employees making a change or enrolling in coverage for the first time need to complete enrollment forms.

Please see notes below regarding specific plans-

- ✓ **Section 125 Flexible Spending Accounts (if your employer participates):** Flexible Spending Accounts do not renew from year to year, so employees must complete a new form in order to participate in the plan effective January 1st of the new year, even if they have participated in the past.
- ✓ **Legal Shield:** We will need the original enrollment forms delivered to our office.

Completed enrollment forms may be returned via in person, mail, email, or fax. ** NOTE: Please see important deadlines above** **Please send your completed forms to:**

- ✓ Mailing: PayCheck Connection, LLC; PO Box 1510, Hayden, ID 83835
- ✓ Physical: 254 W Hanley Ave, Coeur d'Alene, ID 83815
- ✓ Email: benefits@paycheckconnection.com
- ✓ Fax: 208-762-7591

If you have any questions or need assistance, please call our office at (208) 762-7590.