

Congratulations on your recent Marriage.

You have 31 days from the date of your marriage to make changes to your benefits; adding your new spouse, and their child(ren), or ending your coverage if you are moving to your spouse's plan.

To make changes, you will need to submit the following:

- A Completed Medical, Dental, and Vision **Enrollment Form**.
- **Marriage License or Certificate** with the date of the marriage clearly indicated.
- **Social Security Number** for your spouse. This should be included on the Enrollment Form.
- **Birth Certificates and Social Security Numbers** for any child(ren) that you may be adding to your coverage. We cover children to the age of 26. Social Security Numbers should be included on the Enrollment Form.
- **If you are Removing Coverage**, you will need to complete the Enrollment Form (Opting Out of Coverage) and submit a Marriage License/Certificate to show the date of the event.

If the enrollment form and necessary documentation is not received, or received after the 31 days, you will have to wait until Open Enrollment, in October, to make changes or add your spouse, and child(ren), or remove coverage. Unless you have another Qualifying Life Event.

Some other items you may want to consider updating:

- Tax exemptions &/or Filing status—this can be updated on Oracle Self-Service, where you view your pay slip
- Beneficiaries for your Life Insurance, Retirement (Pension & 401k), and Miscellaneous Payment
- Adding your spouse (and children) to your Voluntary Benefits, such as Life Insurance, Off-the Job Accident, Critical Illness, and Whole Life
- Change your Name—Human Resources will need your new Social Security Card and a Completed Employee Change Form to make this update. Once your name has been updated by Human Resources, vendors will be automatically notified.

Completed forms can be submitted to:

Mail: Bi-State Development
211 North Broadway
Suite 700, MS 125
St. Louis, MO 63102

Interoffice Mail: MS 125 Benefits

Fax: 314-335-3431

Email: Benefits@BiStateDev.org

If you have any questions, please call Benefits at 314-982-1400 x 3006