



Thank you for notifying the Benefits department of your Qualifying Life Event; such as a divorce, legal separation, spouse or dependent losing/gaining access to other coverage, or another event.

You have 31 days from the date of the event to make changes to your benefits, adding or removing yourself, spouse or dependent to coverage.

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

- A Completed Medical, Dental, and Vision **Enrollment Form**. This is to Add yourself, spouse, or dependent to coverage or to Remove (Opt Out) of coverage.
- **Marriage License or Certificate and Social Security Number** (SSN) if you are adding a spouse. SSN should be included on the Enrollment Form.
- **Birth Certificates and Social Security Numbers** (SSN) if you are adding child(ren). We cover children to the age of 26. SSN should be included on the Enrollment Form.
- **Documentation**, such as a Divorce Decree, Legal Separation, letter showing when coverage ended or began, COBRA Letter, or letter from an insurance provider. The Documentation needs to show the date of the event, within the past 31 days.

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 &/or 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/Removing your spouse/child(ren) 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