



QUALIFYING LIFE EVENTS

[[CLIENT NAME]] would like to remind employees of their responsibility to notify Human Resources of any changes related to a qualified life event within 31 days of the qualifying life event.

IRS §125 prohibits you from changing your enrollment during the Plan Year unless you experience a qualifying life event (QLE). Qualified status changes include: marriage, divorce, birth or adoption of a child, change in child's dependent status, death of spouse, child or other qualified dependent, change in residence due to an employment transfer for you, your spouse, commencement or termination of adoption proceedings, or change in your spouse's benefits or employment status.

You must notify Human Resources within 31 days of experiencing a qualified status change.