2019 Election Checklist - AAUP Faculty

**Checklist** - completion prior to making your online enrollment will ensure an easier and efficient experience!

### Medical
- HDHP
- PPO 90/10
- PPO 80/20
- Waive

**Coverage**
- Employee
- Employee + 1
- Employee + 2 or more

### Health Savings Account (HSA)
- Contributions from 3 sources:
  - Employee
  - Employer (Wright State)
  - Healthy Rewards (Anthem)

#### 2019 IRS Maximum Contributions:
- Individual: $3,500
- Family: $7,000
- Age 55 catch-up: $1,000

**Per Pay Period Deduction:** $_________.00
**Your Annual Deduction:** $_________.00

**Note:** Your payroll deductions can be changed (increase or decrease) at any time during the year by providing a HSA Salary Reduction form to HR.

### Dental
- Delta Dental
- Waive

**Coverage**
- Employee
- Employee + 1
- Employee + 2 or more

### Vision
- VSP
- Waive

**Coverage**
- Employee
- Employee + 1
- Employee + 2 or more

### Domestic Partner (Not Married)
- Benefit
  - Medical
  - Dental
  - Vision

**Coverage**
- Employee + DP
- Employee + DP + DP Child(ren)
- Employee + 1 or 2 + DP and/or DP Child(ren)

### Older Adult Child (Ages 26-28)
- AAUP Faculty Only
- Benefit
  - Medical
  - Dental
  - Vision

**Coverage**
- Older Adult Child(ren)

### Flexible Spending Healthcare
- (PPO Participants Only)

#### Enroll or Do nothing

**Per Pay Period Deduction:** $_________.00
**System will Calculate Your Annual Deduction:** $_________.00
**IRS Maximum is $2,600**

### Flexible Spending Dependent Care
- (For All Participants)

#### Enroll or Do nothing

**Per Pay Period Deduction:** $_________.00
**System will Calculate Your Annual Deduction:** $_________.00
**IRS Maximum is $5,000 (File Separate $2,500)**
# DEPENDENTS

The following information is needed to add a dependent. We also suggest you have this information available to verify current dependents.

<table>
<thead>
<tr>
<th>Dependent 1</th>
<th>Dependent 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>First Name:</td>
</tr>
<tr>
<td>Middle Name or Initial:</td>
<td>Middle Name or Initial:</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Last Name:</td>
</tr>
<tr>
<td>SSN:</td>
<td>SSN:</td>
</tr>
<tr>
<td>Relationship:</td>
<td>Relationship:</td>
</tr>
<tr>
<td>Birth Date MM/DD/YYYY:</td>
<td>Birth Date MM/DD/YYYY:</td>
</tr>
<tr>
<td>Gender: Male or Female</td>
<td>Gender: Male or Female</td>
</tr>
<tr>
<td>Active: Active</td>
<td>Active: Active</td>
</tr>
<tr>
<td>Beneficiary, Dependent or Both:</td>
<td>Beneficiary, Dependent or Both:</td>
</tr>
<tr>
<td>Spouse Employment: Employed WSU or not</td>
<td>Spouse Employment: Employed WSU or not</td>
</tr>
<tr>
<td>Marital Status:</td>
<td>Marital Status:</td>
</tr>
</tbody>
</table>

## After your Online Enrollment is Submitted – Additional Paperwork Required:

The following elections require additional paperwork and/or action; forms and instructions are available on the Open Enrollment section of the Human Resources' Benefits website. Please forward to Human Resources immediately following your submission.

<table>
<thead>
<tr>
<th>Election</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDHP First Time Enrollee</td>
<td>- Establish a Fifth Third Bank HSA Account on their website</td>
</tr>
<tr>
<td>Older Adult Child (Ages 26-28) AAUP Faculty Only Adding a New Older Adult Child(ren)</td>
<td>- Adult Child Certification From (Ages 26-28) - Adult Child Affidavit Form (Ages 26-28)</td>
</tr>
<tr>
<td>Domestic Partner (Not Married) Establishing a New Domestic Partnership</td>
<td>- Domestic Partner Certification Checklist - Affidavit of Domestic Partnership</td>
</tr>
</tbody>
</table>

## Paper Process – If Desired, You have the Option to Initiate a Change:

Please refer to the Open Enrollment section found on the Human Resources website for instructions. If changes are desired, paperwork must be received by Human Resources by November 14, 2017.

<table>
<thead>
<tr>
<th>Election</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Disability</td>
<td>A paper process During Open Enrollment, you can enroll or drop coverage.</td>
</tr>
<tr>
<td>Supplemental Life Insurance Employee and/or Dependents</td>
<td>A paper process During Open Enrollment, you can enroll, drop coverage, increase or decrease coverage.</td>
</tr>
</tbody>
</table>