



Enrollment Checklist

- ✓ I must elect or decline the coverage available to me.
- ✓ I should have reviewed and printed my benefits confirmation page.
- ✓ My spouse is not eligible for medical coverage if he/she has a medical plan offered through their employer (regardless if they enroll in it or not)
- ✓ If I am enrolling new dependents for the first time, I must provide dependent verification documentation by the deadline.
- ✓ I have provided a social security number for each enrolled dependent as required by the ACA requirement.
- ✓ I have re-elected or declined FSA participation in 2017; I understand my current contributions do not automatically continue.
- ✓ I understand that Annual Enrollment is my one-time opportunity to elect life insurance for me or my spouse without answering medical questions (limits apply).
- ✓ I have named or updated my primary and contingent beneficiaries.

REMEMBER: A RESPONSE IS REQUIRED FROM YOU. IT IS MANDATORY DUE TO ACA REPORTING REQUIREMENTS.

**IF YOU WISH TO HAVE MEDICAL INSURANCE ON JANUARY 1st, 2017; YOU MUST MAKE AN ELECTION.
YOUR CURRENT ENROLLMENT WILL NOT CARRY OVER TO 2017.**

NEED HELP ENROLLING OR HAVE A GENERAL QUESTION?

Due to low attendance, annual enrollment meetings will not be held this enrollment period. An annual enrollment video is available to view at www.rutherfordcountyttn.gov/rm. This video provides additional information about the benefits available to you.

Information on how to log into the enrollment system is located on page 15 of the annual enrollment guide. Insurance rates are also included in the guide.

Benefit Administrators are available to meet with you one-on-one to provide assistance with enrollment. Help is available Monday-Friday; 8:00am – 4:30pm. Appointments can be scheduled by calling 615-898-7715 extension 0. Due to the high volume of visitors to our office during annual enrollment, an appointment is recommended.

If you have lost your enrollment materials, please visit www.rutherfordcountyttn.gov/rm for an on-line copy.

