

# OPEN ENROLLMENT INFORMATION

Open enrollment is your annual opportunity to review your benefits and decide whether you need to update any of your elections. Any changes made at open enrollment are effective for the entire 2020/2021 benefits plan year. November is the open enrollment period. New enrollment or changes to existing enrollment will be effective December 1, 2020.

In most cases, once you have made your benefit elections for the plan year, you cannot change them until the next annual open enrollment period, unless you experience a permitted election change event. You must notify Human Resources within 30 days of the event (60 days in the case of birth or adoption). For more information about making mid-year changes to your benefit elections, please contact Human Resources or refer to the "Important Information" section in your enrollment guide.

## 2020 Changes:

Dental employee payroll deductions

## What Do I Need to Do?

All employees must complete the following forms:

- Benefit Selection Form

If you want to drop, add, or enroll yourself and/or your dependents you must complete the following forms:

- Medical - Regence Enrollment Form
- Voluntary Dental - Delta Dental of WA Enrollment Form
- Vision - LifeMap Enrollment Form
- Life & AD&D - LifeMap Enrollment Form and Evidence of Insurability (if applicable)

If you want to update your beneficiary you must complete the following form:

- Life/AD&D - LifeMap Beneficiary Designation Form

**All forms must be returned to Human Resources by Friday, November 20th.**

### Summary of Material Modification (SMM)

The Open Enrollment Flyer describes changes to the TRICO Companies health and welfare plan and is intended to serve as a Summary of Material Modification (SMM). The SMM supplements the plan documents for the TRICO Companies Health and Welfare Plan. The effective date of these changes is December 1, 2020. You should read this SMM very carefully and retain this document with your copy of the booklets and certificates of coverage.