

Enrollment To-Do List



Don't delay! Enroll before your eligibility date to ensure coverage is in place and ID cards are sent timely.



Complete the Benefit Enrollment Form.

You **must** complete this form, *even if you are declining coverage.*

This is required because Aegis Living must comply with IRS reporting requirements under the Affordable Care Act.



Complete the Supplemental Benefits Enrollment Form, if you want to enroll in Supplemental Life and/or Voluntary Accidental Death and Dismemberment coverage.

(the form will be mailed to your home address)

You will need to submit a Personal Health Application (PHA) if you elect coverage over the guarantee issue amount (\$200,000 for employees and \$50,000 for spouses). If you need to submit a PHA, it will be mailed to your home address. Your coverage will be limited to the guarantee issue amount until The Hartford approves your PHA.

If you don't enroll now – when you are first eligible – you will need to submit a PHA for any future coverage amount.



Complete the Navia FSA Enrollment Form, if you want to enroll in a Flexible Spending Account (FSA) for the 2020-21 plan year.

You must provide an email address to receive a debit card.

Due within 30 days of your eligibility date*

Return forms to your Business Office Manager or Kim Stabler in HR.

Email: kim.stabler@aegisliving.com

Fax: (425) 895-7637

Mail: 415 118th Avenue SE., Bellevue, WA 98005

***Payroll contributions for benefits begin on your eligibility date.**