



Contact Us Today!  
[www.myflexlogin.com](http://www.myflexlogin.com)

## Change in Status Form

Please follow the steps below to thoroughly and accurately complete this form.

Check the appropriate boxes that apply.

### Step 1: Status

- |   |   |
|---|---|
| <input type="checkbox"/> Marriage*        | <input type="checkbox"/> Death of Dependent                 |
| <input type="checkbox"/> Divorce*         | <input type="checkbox"/> Employment                         |
| <input type="checkbox"/> Legal Separation | <input type="checkbox"/> Termination of Spouse's Employment |
| <input type="checkbox"/> Birth*           | <input type="checkbox"/> Loss of Dependent Status           |
| <input type="checkbox"/> Adoption*        |   |

\*MSP reporting requirement: If the participant/spouse is 45 years or older and/or on Medicare, please provide the employee's spouse and dependent information on the Dependent Form and forward both completed forms to Flex for processing.

### Step 2: HRA Status

Previous Status

- ☐ Employee Only      ☐ Employee plus one      ☐ Family

New Status

- ☐ Employee Only      ☐ Employee plus one      ☐ Family

Effective Date \_\_\_\_\_

### Step 3: Acknowledgement and Signature

I hereby elect to change the following contributions as a result of my change in status:

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Plan Administrator Name: \_\_\_\_\_

Plan Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form within 30 days of Change in Status to Flexible Benefit Service Corporation.**

### Go Paperless!

You can login to your account at [www.myflexlogin.com](http://www.myflexlogin.com) and manage eligibility transactions online without needing to complete any paper forms. Get started today!



HC176ZF3A