



Montgomery County
Public Schools

Family Status Change Form

MCPS's Cafeteria 125 Plan requires employees, who have pre-tax premium deductions, to experience a Qualifying Event before any changes can be made to the pre-tax deductions. This definition applies to Anthem Health Insurance and Gallagher products.

As of (date) _____, I have had a change in my family status due to:

- Marriage
- Legal Separation (Documentation required)
- Divorce (Documentation required)
- Death of _____
- Birth of _____
- Adoption of _____
- Change in employment status of spouse or employee
- Other (Documentation required)

Documentation must be attached verifying the family status change.

For Anthem Health Insurance, an updated Enrollment Application or Member Change Form must be received by Payroll within **30 days** from the Qualifying Event date. For Gallagher Optional Benefits please contact Emily Cox in Payroll at 540-382-5100 ext. 1073 or emilycox@mcps.org.

I request the following change to my monthly deductions to become effective on: _____

Previous Deduction

New Deduction

Please, list: EE only, EE+Spouse, EE+Child, EE+Children, or Family

Health Insurance -Anthem

Medical Flex Account -FBA

Dependent Flex Account -FBA

PPO Plus Dental - Ameritas

Non PPO Dental - Ameritas

VSP Vision -Ameritas

Accident Insurance -Unum

Critical Illness -Chubb

Hospital Indemnity -Unum

Employee Signature

Date

Employee Name (Please print)

Employee ID

or last 4 digits of SSN

OFFICE USE: Approved by: _____ Title: _____