

SHAWNEE MISSION SCHOOL DISTRICT

EMPLOYEE BENEFIT CHANGE REQUEST FORM

FAMILY STATUS CHANGE REQUIRED

According to IRS regulations, unless there is a specific family status change (marriage, divorce, birth, death, employment change or dependent reaching age limit), the Section 125 Cafeteria Plan form may not be revoked or changed during the plan period. The plan period and the salary reduction period are January 1 to December 31. Requests for changes must be submitted to the Benefits Office, with appropriate documentation, within 25 days of the qualifying event. A letter from the employer is required for employment changes.

Employee Name _____ Employee ID _____

FTE/Hours worked per week _____ Cash Fringe Option? YES NO

School/Building _____ Position _____

Qualifying Event _____

Date of Qualifying Event _____ Requested Effective Date of Change _____

Benefit Additions or Changes _____

The above information is true and complete to the best of my knowledge and entitles me to change my Section 125 Cafeteria Plan elections for the current plan year. I understand misrepresentation of the above information may leave me liable for disqualification of the tax savings benefit plan. I have attached the appropriate documentation, for the qualifying event and enrollment or change forms for the benefit changes.

Signature

Date