

Type of Change	What to Do	Return By
1. Medical Insurance Changes	<p>Only required if change to existing enrollment is being requested. Complete the Enrollment/Change forms and return to the SAU office Necessary forms can be found below under "Forms".</p>	May 20, 2022
2. Dental Insurance Changes	<p>Only required if change to existing enrollment is being requested. Complete the Enrollment/Change forms and return to the SAU office Necessary forms can be found below under "Forms".</p>	May 20, 2022
3. Flexible Spending Accounts	<p>Must complete enrollment online \$2,850 Maximum annual contribution for medical expenses <i>**Please note that at the end of the 22/23 plan year unused funds up to \$570 will automatically roll over in to the new plan year.**</i> \$5,000 Maximum annual contribution for dependent care reimbursement</p>	Between May 9, 2022 & May 20, 2022
4. Payroll Election Form Direct Deposit Form	<p>Only required if you wish to make a change Complete, sign & return form <u>Necessary forms</u></p>	School Year Staff: August 19 Year-round Staff: May 20
5. 403(b) Annuity	<p>Only required if you wish to make a change to your current deduction Visit https://www.omni403b.com <i>Employees > Start/Change Contributions > select your state & employer:</i> NH – Dresden School District (HHS & RMS employees) NH – Hanover School District (Ray School employees) NH – SAU 70 (SAU 70 employees) NH – Town of Norwich School District (MCS employees) Complete the steps salary reduction agreement</p>	School Year Staff: August 19 Year-round Staff: May 20
6. W-4 Withholdings	<p>Only required if you wish to make a change to your current Federal or State tax withholding Complete, sign and return form <u>Necessary forms</u></p>	School Year Staff: August 19 Year-round Staff: May 20
7. Address Changes	<p>Complete Address Change Form and return to the SAU office <u>Necessary forms</u></p>	Date of change
8. Life Insurance Beneficiary	<p>Required only if you want to make a change</p>	Date of change