

Type of Change	What to Do	Return By
1. Medical Insurance Changes	<i>Only required if change to existing enrollment is being requested.</i> Complete the Enrollment/Change forms and return to the SAU office <i>Necessary forms can be found below under "Forms".</i>	May 24, 2024
2. Dental Insurance Changes	<i>Only required if change to existing enrollment is being requested.</i> Complete the Enrollment/Change forms and return to the SAU office <i>Necessary forms can be found below under "Forms".</i>	May 24, 2024
3. Flexible Spending Accounts	Must complete enrollment online \$3,200 Maximum annual contribution for medical expenses <i>**Please note that at the end of the 24/25 plan year unused funds up to \$625 will automatically roll over in to the new plan year.**</i> \$5,000 Maximum annual contribution for dependent care reimbursement	Between May 13, 2024 & May 24, 2024
4. Payroll Election Form Direct Deposit Form	<i>Only required if you wish to make a change</i> Complete, sign & return form Necessary forms	School Year Staff: August 18 Year-round Staff: May 24
5. 403B Annuity	Only required if you wish to make a change to your current deduction Visit https://www.omni403b.com Employees > Start/Change Contributions > select your state & employer: 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 403b Vendor List & Enrollment Instructions	School Year Staff: August 18 Year-round Staff: May 24
6. W4 Withholdings	Only required if you wish to make a change to your current Federal or State tax withholding Complete, sign and return form Necessary forms	School Year Staff: August 18 Year-round Staff: May 24
7. Address Changes	Complete Address Change Form and return to the SAU office Necessary forms	Date of change
8. Life Insurance Beneficiary	Required only if you want to make a change	Date of change