



Montgomery County
Public Schools

Election Form and Agreement for Pre-tax Premium Deductions for Health Insurance

In accordance with the Pre-tax Premium Conversion Plan of Section 125 of the United States Tax Code, I have the option to have the premium for health insurance coverage for my dependents taken out of my paycheck on a pre-tax basis.

This Agreement will continue until:

- I cease to be eligible to participate in the Plan; or
- I revoke or change this agreement during the annual Open Enrollment period; or
- MCPS terminates, suspends, or modifies the Plan; or
- An eligible event occurs that makes it necessary for me to modify this agreement.

Eligible events are:

Marriage, divorce, death of spouse or dependent, birth or adoption, or a medical child support order, or commencement or termination of employment of spouse, change from full-time to part-time employment or part-time to full-time employment of employee or spouse, commencement of or return from unpaid leave of absence by employee or spouse, loss of a dependent's eligibility status and substantial change in insurance coverage of the employee or spouse attributable to the spouse's employee.

I further understand that I must complete and submit the required forms to the Payroll & Benefits Department within 31 days of the qualifying event or during the annual Section 125 Open Enrollment period. I further understand that insurance contributions paid under this Premium Conversion Plan cannot be claimed as deductions on my personal tax return.

- I elect to have the premium for health insurance coverage deducted from my paycheck on a pre-tax basis. This will reduce the taxable income that is reported on my W-2.
- I elect to have the premium for health insurance coverage deducted from my paycheck on a post-tax basis. I will pay FICA (Social Security), Medicare, Federal, and State Taxes on the premium amount.

Employee Name (Please Print)

Employee Signature

Date

Employee ID _____

or last four digits of SSN: _____

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