



Benefit Forms Checklist

****Required/Mandatory**:** by _____

_____ **Dental** – go to <http://resources.hewitt.com/wea> to create your own user ID and password and add dependents (spouse & children under 26) or call 1-855-668-5039 for assistance. You will later be asked by mail from AON Hewitt to prove your dependents eligibility. If you don't add dependents within 30 days, you will need to wait until open enrollment in September. Please let Tammy in payroll know what you have selected so she can deduct the correct amount.

_____ **Standard Life Form** Short Term – Long Term Disability and Life Insurance (\$50,000)– turn in form to Tammy in payroll.

VSP –(Vision)- No forms required. Add dependents by calling 1-800-877-7195 Plan#07112366. See benefit book for website & provider lists.

_____ **Union**

_____ **Retirement** – For first time eligibility to DRS retirement, you have **90 days** to turn in new member form and beneficiary designation form. If no paperwork is turned in by the deadline, you will be defaulted to Plan 3, Option A. If you were already enrolled in plan 3 in another district, you have the option to choose a new plan 3 option.

Optional:

Medical – turn in form to Tammy in payroll. If you are waiving coverage, turn in a signed *waiver form*.

Flex Plan and other employee benefits are also available. – See benefit booklet.