

You Gain a New Dependent

If you've added a member to your family, congratulations on the new arrival! Following are the changes you can make as a result of your new dependent.

Any changes to your benefits must be because of, and logically relate to, gaining your new dependent. For example, if you have a baby, you can begin or increase the amount you contribute to a dependent care reimbursement account, but you cannot decrease the amount you contribute.

| Next Steps | Deadline | Other Things to Consider |
|---|--|---|
| To make applicable changes to your benefits coverage, complete the Change in Family/Job Status Form and return it to Human Resources along with a copy of the Birth Certificate, Proof of Adoption or Custody Agreement. | Within 30 days of gaining your new dependent | |
| Consider changing your beneficiary designation(s). You can find and print Life Insurance and Retirement Plan Beneficiary Designation forms in the HR Library. Go to Fidelity(www.fidelity.com/atwork) to name or change your RSP beneficiary. | Anytime | Any prior life and personal accident insurance beneficiary designations remain in effect until you make a change. You automatically are the beneficiary for any dependent life and personal accident insurance you elect. |
| If you adopted a child, review your eligibility for reimbursement through the Adoption Assistance Program. | Anytime | |
| Review your W-4 withholding information to see if you should change your tax status. | Anytime | |

| Benefit | Available Changes | Deadline | Other Things to Consider |
|--------------------|---|---|---|
| Medical and Dental | You can add yourself and any eligible dependents. | Within 30 days of birth, adoption or placement for adoption | Review all available options (yours and your spouse's) before deciding which options best meet your needs. The metro or rural Benefit Cost Scenarios may be able to help you. <i>Note: Any dependent age one or over will need a Social Security number when enrolling for health care coverage.</i> |
| Vision | You can add your new dependent. | | |

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| | | | If one of your family members is having trouble adjusting to the newest addition, you may consider calling the Corporate Assistance Program. |
| Employee Life Insurance | You can increase your coverage. | Within 30 days of birth, adoption or placement for adoption | If you wish to add or increase employee life, you will need to submit Evidence of Insurability (EOI). You may want to consider reviewing your beneficiary information. |
| Dependent Life | You can enroll your newly eligible dependent. | Within 30 days of birth, adoption or placement for adoption | |
| Reimbursement Accounts | Health Care Account: You can increase your contributions. Dependent Care Account: You can increase your contributions. | Within 30 days of birth, adoption or placement for adoption | If you are married and file a separate tax return, the most you can contribute to your INTEGRIS <i>Health</i> Dependent Care Reimbursement Account is \$2,500. You can only use the Dependent Care Reimbursement Account to reimburse daycare expenses for dependents under age 13 (unless disabled). If your dependent will turn age 13 during the plan year, consider the impact the event will have and adjust your contribution. |
| Employee Personal Accident Insurance | You can't make any changes. | | |
| Dependent Personal Accident Insurance | You can enroll your child. | Within 30 days of birth, adoption or placement for adoption | |
| Retirement Savings Plan (RSP) | You can change the amount you save and your investment elections at any time. | Anytime | |