

# IMPORTANT NOTICE

## Acknowledgement of Benefit Offerings

On the first day of the month following 59 days from date of hire, employees will be eligible for benefits.

You must either ENROLL or WAIVE coverage within 30 days from your date of hire per the following options:

- (1) Complete the attached 2018 Enrollment/Waiver Form and submit to Human Resources
- (2) Access [www.psg.tsebenefits.com](http://www.psg.tsebenefits.com) to complete online enrollment or waive.

In the event your Enrollment Form is not returned by the enrollment deadline, it will be assumed that your Benefit Offerings are being waived. You will not be able to reapply for Benefits until the next open enrollment period, unless you have a qualified change in family status. A qualified change in family status as defined by the IRS allow benefit changes outside of the annual open enrollment period providing the change is consistent with the Qualifying Event. The following are a few QE examples: marriage, divorce, birth, adoption, loss of other health coverage or a change in your dependent's eligibility status.

**My signature below acknowledges the following:**

- (1) I have been offered affordable and minimum essential medical coverage under the Affordable Care Act (ACA)
- (2) I understand that if I do not submit a completed enrollment form by the enrollment deadline as listed above, I am declining coverage for the current plan year.
- (3) Enrollment for future plan years will need to be completed and submitted each year as enrollment is not automatic. If at that time, I want to participate in the plan, it is my responsibility to contact Human Resources.

**Date:** \_\_\_\_\_

**Enrollment Deadline:** \_\_\_\_\_

**Employee SSN:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_