Pre-Tax Employee Contributions and Change in Family Status

Your contributions for health insurance, dental insurance, disability “buy-up” and the flexible spending accounts are taken on a pre-tax basis. The advantage of pre-tax contributions is simple -- it saves you money. Your contributions are deducted from your pay before federal or state taxes are calculated. The result is your taxes are based on a lower amount of earnings.

The IRS strictly regulates pre-tax contributions. One important regulation is that you can only change your pre-tax elections once each year during annual enrollment, unless there is a "Change in Family Status".

What is a "Change in Family Status"?

The following are considered a "Change in Family Status":

1. Marriage or divorce of the employee;
2. Death of the employee's spouse or a dependent;
3. Birth or adoption of a child of the employee;
4. Termination of employment (or commencement of employment of the employee's spouse);
5. Switching from part-time to full-time employment status or from full-time to part-time status by the employee or the employee's spouse;
6. Taking of an unpaid leave of absence by the employee or the employee's spouse; or
7. Significant changes in the health coverage of the employee or the spouse that are attributable to the spouse's employment.

The "Change in Family Status" has to be consistent with the change in benefits requested.

What You Must Do When There is a “Change in Family Status”

Within 30 days of the qualifying event, you must update your benefits online through myTri-Cspace by accessing the Life Event Change link located on My Work Life Tab → My Pay Information → My Benefit Enrollment or Changes.

If you do not submit your changes within 30 days, you will not be permitted to add or drop dependents or your own coverage until the next annual open enrollment period. Documentation to support the change must also be submitted. Supporting documents should be sent to the Benefits Office via secure fax at (216) 987-4827.

Should you have any questions, please contact a member of the Benefits Office.