Flexible Spending Account
Qualifying Event Mid-Year Changes

Please print all information

Participant Information

Employer:		**Division:**	
Participant Name:		**Social Security #:**	
Address:		☐ **Check if new address**	
Participant E-mail Address:	☐ **Check if new email**	**Daytime Phone #:**	( ) -
Date of Hire: / /	**Qualifying Event Date:** / /	**Date of Payroll Change:** / /	

Qualifying Event for FSA Mid-Year Enrollment or Change of Current Year Enrollment

☐ **Employee Newly Eligible for Benefits** – *You must also complete the Flexible Spending Account Enrollment Form available from HR*

☐ **Employee Termination**	**Date of Last Payroll Deduction:** / /
☐ **Change in Employee's Legal Marital Status**	☐ **Marriage** ☐ **Divorce** ☐ **Legal Separation** ☐ **Annulment** ☐ **Death of Spouse**
☐ **Change in Employee's Number of Dependents**	☐ **Birth** ☐ **Adoption/Placement for Adoption** ☐ **Change in Guardianship** ☐ **Death of Dependent**
☐ **Change in Employee or Spouse's Employment Status Effecting Coverage**	☐ **Termination of Employment** ☐ **Commencement of Employment** ☐ **Change from FT to PT or PT to FT**
☐ **Change in Employee or Spouse's Place of Residence Effecting Eligibility for Coverage**	
☐ **Significant change/reduction in coverage or cost of coverage for employee or covered dependent.**	

Qualifying Events Applicable to Dependent Care Accounts ONLY:

☐ **Change in Day Care Provider**

☐ **Change in Day Care Rate**

New Election Amount:

	Old Election Amount		**New Election Amount**	
Health Care Account:	**Per Pay Period:**	$	**Per Pay Period:**	$
Dependent Care Account:	**Annual:**	$	**Annual:**	$

Signatures:

Participant Signature ***(Required)*** **Date**

Employer Signature ***(Required)*** **Date**

ACCEPTANCE OF FACSIMILE OR SCANNED SIGNATURES: Document signatures delivered by facsimile or email/pdf are valid and enforceable. Such facsimile or scanned signatures shall have the same force and effect as an original signature.

For fastest results, file claims online at www.member.varipro.com or by using the Varipro Health Cloud app (available in both the Apple App and the Google Play Stores).