Dear Benefits-Eligible Employee,

The 2016 open enrollment period for benefits-eligible employees is now in progress. We have made changes to the forms and to the process, so please read this carefully.

**FORMS**

**2016 Health & Dental**
*This form is required only if you are newly electing or changing health or dental insurance for 2016. If you are not making any changes to either type of insurance or if you are continuing to waive your insurance, the form is not required and your 2015 elections will be renewed for 2016 at the new premium rates.*

**2016 Certification of Eligibility for Dependent Benefit Coverage**
*This form is required only if you are covering a spouse, ex-spouse or children on your elected benefit plans* in 2016. This form is required on an annual basis whether or not changes are made to your benefit plans.

**2016 Flex Spending Accounts**
*This form is required only if you are electing to establish a Health Care Reimbursement and/or Dependent Care Assistance Flexible Spending Account for 2016. If you are not electing either type of Flexible Spending Account for 2016, the form is not required.*

We appreciate your returning completed and signed forms to Human Resources by November 24, 2015.

Sincerely,

HR Benefits Team

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**Required Actions - DUE DATE: November 24, 2015 in Human Resources, 30 Belmont Avenue**

- Complete and sign the 2016 Health & Dental form if you are newly electing or changing health and/or dental insurance for 2016
- Complete and sign the 2016 Certification of Eligibility for Dependent Benefit Coverage if you are covering any dependents on your elected benefit plans* for 2016
- Complete and sign the 2016 Flexible Spending Account form if you are electing to establish a Flexible Spending Account for 2016

*Health insurance, dental insurance, health-care and/or dependent-care flexible spending accounts, life insurance, tuition plans, Smith College One Card, and leave benefits.*