



## Let's Have a Chat Talking Benefits



Corporately you want to make sure that all employees are insured for the correct level and type of coverage to avoid legal problems in the event of a claim. The following is a checklist, which we hope will aid you in keeping the information current.

- Contact information:** Has there been a change in administrators since the last renewal? Is the on-line access up to date and current reflecting new information?
- Location:** Has the company moved? Is their new mailing, phone, etc. information to be reported to the provider?
- Updated Salaries:** The salaries for all employees should be updated to reflect their current hourly/weekly/bi-weekly/monthly/annual salaries, bonuses, commissions, etc.
- Reported Changes:** All employee changes, terminations, additions, including dependents and earnings need to be updated.
- Billing Statements:** Does the statement reflect the employees in their correct classification, division?
- Updated Records:** To ensure correct coordination of benefits, all dependent information should be updated.
- Revised Deductions:** Updated bookkeeping systems to ensure deductions based on renewal rates are reflected correctly for billing and accounting.
- Disabled Employees:** Are there any disabilities claims outstanding. Have waivers for premiums been granted, or outstanding paperwork required.
- Ages:** Are there any employees over the age of 65 and reduced life insurance. Employees will be removed from disability coverage. At age 70, life insurance will also cease. Check the contract for correct termination ages for all lines of benefits as some benefits will have differing termination ages, while some programs have no termination age for health and dental.
- Tax status:** If the Life, AD&D, Dependent Life, Short and Long Term Disability benefits are to be tax-free at the point of claim, the employee needs to pay 100% of the premium as a payroll deduction.
- Cost Plus:** Are the employers taking advantage of the cost plus (medical reimbursement plan, administrative services only) portion of the plan for claims over and above the core benefits applicable.
- Eligibility:** Are all eligible employees enrolled?
- Basic Conversion:** All terminated employees should be presented with the opportunity to convert their life and disability benefits (where applicable) into individual policies. This must be done within 31-days of termination.
- Direct Deposit:** Are employees aware of the direct deposit option for claim reimbursement?
- On-line Access:** Have the employees been made aware of the on-line access to services, claims submission, forms and documents?
- Employee Meetings:** Is there a need for employee meetings to update current trends and benefits available?

*This information is for reference purposes only and by no means represents a legal document or counsel and should not be seen as such.  
Please consult legal and accounting advice directly.*