



Let's Have a Chat
Talking Benefits



Employee Responsibility

Life is in a constant state of change. As changes happen your employee group benefit plan may be impacted as well. You will want to ensure your coverage is there when you need it and in order to ensure this, you need to keep your plan administrator informed of life's changes as they happen.

The following life changes should be reported within 31-days of occurrence:

- Marriage/Co-habitation
- Dependent Children
- Birth/adoption/guardianship
- Spousal/Partner change in benefit coverage
- Marital change...divorce/separation/permanent break-up
- Change of address

This is not an exhaustive list and there may be other changes which also impact your coverage. Please be aware of these by becoming familiar with your benefit book and on-line access.

If life changes are not reported within 31-days, claims and coverage may not be recognized or processed correctly. In fact, they may be declined all together and medical evidence required.

Contact your benefit plan administrator for the forms necessary to accommodate the changes.

Should you have any questions or concerns, please call,

A handwritten signature in black ink that reads 'Lori Power'. The signature is written in a cursive, flowing style.

Lori Power, GBA
Group Benefit Specialist

tel: (780) 984-9945 • fax: (780) 460-3667 • e-mail: info@mpbenefits.com • www.mpbenefits.com

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.