

Changing Insurance Plans or “Life Events”

From marriage ... to receiving a promotion, certain “life events,” otherwise known as an IRS “change of status,” allow you to modify benefit selections outside of your company’s annual open enrollment period.

Qualified changes of status include:

- Marriage, divorce, legal separation, annulment or death of a spouse
- The birth, adoption, placement for adoption, or death of a dependent
- Changes in your employment status, including moving from a part-time to a full-time employee
- Changes in your dependent’s eligibility for coverage. For example, if your child is graduating college, they may no longer be covered under your insurance plan.
- A change in your residence, your spouse’s residence or dependents residence may also be considered a change of status if your move causes you to gain or lose eligibility for a plan.

If you experience a change of status, it’s important to carefully review your benefit selections to see if they meet your new needs.

For example, if you expect your medical or dependent care expenses to increase, consider whether you’ll want to increase the amount of money you contribute to your flexible spending account.

You may also want to revise other HR-related forms such as your emergency contact information, your W-4, and accounts you have that name beneficiaries, such as insurance policies and retirement plans.

Keep in mind; you have 30 days after your change of status event to notify your respective benefits administrator, otherwise you cannot make changes until your next open enrollment period. Be sure to ask about how a change of status may impact your personnel documents and records.