

FORMS CHECKLIST

Life Insurance:

_____ Enrollment Form (Required)

Medical, Dental, FSA, HSA Plans:

_____ Benefit Enrollment / Change Form (Required)

Long-Term Care:

_____ Enrollment available via website www.genworth.com/groupltc
Group ID: dayton
Access Code: groupltc

Retirement:

_____ Salary Reduction/Deduction Agreement (Required if you are contributing to the plan or wish to opt out of auto enroll)

Miscellaneous:

_____ New Employee Information Form

Please bring all completed forms to Room 304 St. Mary's Hall between the hours of 8:30 am and 4:30 pm.