

Following are benefit forms to request a mid-year change outside of an open enrollment period. Be sure to submit forms within one month of the event (31 days max).

If requesting a change for multiple plans, only one *Benefits Change Request* form and *Dependent Verification for Insurance Coverage* form is required.

Completed forms may be scanned or photographed and emailed to AskHR@uams.edu; or delivered to our office on 4C of the Central Building (lock box is available after hours); or faxed to 501-686-5386.

Medical

Changes can only be made for a qualifying life event.

[Benefits Change Request](#)

[Health Insurance Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

Dental

Changes can only be made for a qualifying life event.

[Benefits Change Request](#)

[Dental Insurance Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

Vision

Changes can only be made for a qualifying life event.

[Benefits Change Request](#)

[Vision Plan Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

TIAA and Fidelity Retirement Contributions

Changes to employee voluntary contributions can be made at any time.

[Matched Retirement Form](#) (voluntary contributions above the 5% required)

[Unmatched Retirement Form](#) (for residents, temps, state retirement plan participants, employees working less than half-time, and others ineligible for UAMS contributions)

Optional Life

Can drop or reduce coverage at any time. Use this form to also update your Basic Life and Optional Life beneficiaries: [Life, Disability, AD&D Insurance Change Form](#)

[Evidence of Insurability Application](#) (found on UA System website; subject to carrier approval)

Dependent Life

Can drop or reduce coverage at any time. Can add if gaining your first dependent (spouse or child).

[Life, Disability, AD&D Insurance Change Form](#)

[Evidence of Insurability Application](#) (found on UA System website; subject to carrier approval)

Accidental Death and Dismemberment

Changes can be made at any time

[Life, Disability, AD&D Insurance Change Form](#)

Optional Short Term Disability

Can drop coverage at any time. Can add within one month of annual salary exceeding \$45,000. Not available to residents.

[Life, Disability, AD&D Insurance Change Form](#)

Optional Long Term Disability

Can drop coverage at any time. Can add within one month of annual salary exceeding \$20,000. Not available to residents or FGP members.

[Life, Disability, AD&D Insurance Change Form](#)

FSA – Flexible Spending Account for Healthcare and/or Dependent Daycare

Current participants only, to change annual election as allowed by the American Rescue Plan:

[2021 FSA Change Form](#)

First-time, new enrollees must be within 31 days of a qualifying event and would fill out these two forms:

[Benefits Change Request](#)

[2021 FSA New Enrollment Form](#)

HSA – Health Savings Account

Only available to those enrolled in the high deductible Health Savings Plan. Changes to employee contributions can be made at any time.

[Health Savings Account \(HSA\) Enrollment Form](#)

Critical Illness

Changes can only be made for a qualifying event

[Benefits Change Request](#)

[Critical Illness Application form](#)