

TO: UAMS Office of Human Resources
 4301 W. Markham, #564
 Little Rock, AR 72205
 Email: AskHR@uams.edu
 Fax: (501) 686-5386

FROM: _____
Print your name

SAP Employee ID # or Social Security number

I want to change how my Medical, Dental, and/or Vision premiums are taxed, in accordance with the Pre-Tax Premium Conversion of Section 125 of the United States Tax Code.

*I understand that elections for Premium Conversion can commence, change or terminate during the plan year only if one of the following **Change in Family Status** circumstances occur: marriage, divorce, death of spouse or dependent, birth or adoption, commencement or termination of employment of spouse, change from full-time to part-time employment or part-time to full-time employment of employee or spouse, commence of or return from unpaid leave of absence by employee or spouse, loss of a dependent's eligibility status, and substantial change in insurance coverage of the employee or spouse attributable to the spouse's employment.*

I further understand that I must complete and submit the required forms to the UAMS Office of Human Resources within 31 days of the qualified event, or during the annual Section 125 open enrollment period generally held each November.

	Yes, I elect to have the premium deducted from my check on a pre-tax basis. This will reduce the taxable income that is reported on my W-2.		No, I elect to have the premium deducted from my check on a post-tax basis. This means I will pay Social Security, Federal and State taxes on the premium amount.
Medical	<input type="checkbox"/>	or	<input type="checkbox"/>
Dental	<input type="checkbox"/>	or	<input type="checkbox"/>
Vision	<input type="checkbox"/>	or	<input type="checkbox"/>

My Signature _____

Date _____

HR Use Only	
Effective Date _____	Keyed By/Date _____