**LANE COMMUNITY COLLEGE – SECTION 125 BENEFITS ENROLLMENT FORM (2018)**

**SUBMIT FORMS TO:** 4000 E 30th Ave, Eugene, OR 97405 **OR** Fax (541) 463-3970

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | |  | | | | | | |  | | | | | |
| L# | | | SSN\* | | | | Last Name | | | | | | | First Name | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Home Address | | | | | | | | | | | | | | | | | | | |
|  | | |  | | |  | | | | | | | |  | | | | | |
| Birth Date\* | | | Gender Identity | | | Phone | | | | | | | | Preferred Email | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **FAMILY INFORMATION** – Complete if you wish to enroll dependents | | | | | | | | | | | | | | | | | | | |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
| Spouse  Child |  | | | |  | | | | | |  | | | | |  | | |  |
| SSN\* | | | | Last Name | | | | | | First Name | | | | | Gender Identity | | | Birth Date\* |
|  | | | | | | | | | | | | | | | | | | | |
| **PLAN ELECTIONS** | | | | | | | | | | | | | | | | | | | |
| Plan Type | | | | | | | | Per Pay Period Amount | | | | x | # of Pay Periods | | | | = | Annual Election | |
| Healthcare Flexible Spending Account (FSA) | | | | | | | | $ |  | | |  |  | | | | $ |  | |
| Dependent Care (Daycare) FSA | | | | | | | | $ |  | | |  |  | | | | $ |  | |
|  | | | | | | | | | | | | | | | | | | | |
| **AUTHORIZATION** | | | | | | | | | | | | | | | | | | | |
| I certify the above information to be true to the best of my knowledge and that the children for whom I will be claiming expenses either reside with me in a parent-child relationship or are legally dependent on me for their support. I understand that any amounts remaining in my account(s) not used for qualified expenses incurred during the Plan Year will be forfeited in accordance with current Plan provisions and tax laws. Furthermore, I agree that the IRS regulations state four conditions: (1) any expenses I/we incur must be within the Plan Year; (2) any expenses I/we incur must not be covered by any other sources, such as insurance; (3) I/we must provide proper documentation to receive payment; (4) I/we cannot change or revoke elections during the Plan Year unless there is a specific change in status and my employer allows such changes. Please see Summary Plan Description for details.  By signing below, I agree that I am voluntarily participating in this plan and authorizing Lane Community College to deduct the election amount(s) noted above from my payroll checks. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Employee Signature | | | | | | | | | | | | | | | Date Signed | | | | |
| \*Social Security and date of birth for employees and their dependents are required for HRA reporting purposes to the Centers for Medicare and Medicaid Services as part of the Medicare, Medicaid, and SCHIP Extension Act of 2007. Enrollment forms without this required information will be returned for completion. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **EMPLOYER/BENEFITS INFORMATION –** For Human Resources Office Use Only | | | | | | | | | | | | | | | | | | | |
| Effective Date | | First Payroll Date | | Annual Employer Contribution | | | | | | Massage Benefit Eligible | | | | | Pay Date Ranges (for less than 24) | | | | |
|  | |  | |  | | | | | | Yes  No | | | | |  | | | | |

Plan Administered by Polestar Benefits, Inc. │ 412 Jefferson Parkway, Suite 202 │ Lake Oswego, OR 97305

Phone: 855-222-3358 │ Fax: 888-539-9565 │ Online: www.polestarbenefits.com