

Type of Change	What to Do	Return By
<b>1. Medical Insurance Changes</b>	Complete the Enrollment/Change forms and send to the SAU office or email to <a href="mailto:bridgetpeters@sau70.org">bridgetpeters@sau70.org</a>	June 9, 2017
<b>2. Dental Insurance Changes</b>	Complete the Enrollment/Change forms and send to the SAU office or email to <a href="mailto:bridgetpeters@sau70.org">bridgetpeters@sau70.org</a>	June 9, 2017
<b>3. Flexible Spending Accounts</b>	Must complete enrollment online \$2,600 Maximum annual contribution for medical expenses \$5,000 Maximum annual contribution for dependent care reimbursement	Between May 22, 2017 & June 9, 2017
<b>4. Payroll Election Form Direct Deposit Form</b>	Complete, sign & return form Only required if you wish to make a change	School Year Staff August 18 Year Round Staff June 23
<b>5. 403B Annuity</b>	Complete, Sign & return form Only required if you wish to make a change to your current deduction <i>Please note that changes to your 403b election will only be accepted twice a year, the first payroll of the new year, and the first payroll in January.</i>	School Year Staff August 18 Year Round Staff June 23
<b>6. W4 Withholdings</b>	Complete, sign and return form Only required if you wish to make a change to your current Federal or State tax withholding	School Year Staff August 18 Year Round Staff June 23
<b>7. Address Changes</b>	Complete Employee information change request form and return to <a href="mailto:bridgetpeters@sau70.org">bridgetpeters@sau70.org</a>	Date of change
<b>8. Life Insurance Beneficiary</b>	Required only if you want to make a change	Date of change