

# Health Benefits Premium Conversion Receipt Form

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The Federal Employees Health Benefit (FEHB) program is a voluntary benefit available to most Federal employees. It allows for you, a federal employee, to enroll yourself and eligible family members for health care services with a specific HB provider.

FEHB has been designated as a pre-tax benefit, meaning that premiums are deducted from your paycheck before taxes are taken out. This could mean bigger tax savings for you.

Attached is an information sheet on this pre-tax benefit. Please review and sign/date receipt of the packet. *Signature of this page does not waive any rights nor confirm any election, simply that you have received the Premium Conversion information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

When you enroll in FEHB by completing the SF-2809, you are automatically participating in premium conversion or this pre-tax benefit.

If you want to waive this pre-tax benefit and have HB premiums taken out of your paycheck after taxes, please complete the attached **Waiver/Election Form** and return it along with your completed **SF-2809**.

If you have additional questions, please feel free to contact your Servicing Human Resources Specialist at 505-248 6977.

Attachments

## Premium Conversion

Key items to remember about pre-tax benefit of HB premiums

- **Changes to enrollment must be on account of a Qualifying Life Event (QLE)**
- ***you may not cancel your enrollment at any time***  
(can ONLY change/cancel during Open Season or based on QLE)
- ***you may not change from self-and-family to self-only at any time***  
(can only change/cancel during Open Season or based on QLE)

A **qualifying life event (QLE)** is a term defined by OPM to describe events deemed acceptable by the IRS that may allow participants in cafeteria plans (including premium conversion) to change their participation election for premium conversion outside of an open season.

QLEs that may allow you to change your premium conversion election are:

- Changes in entitlement to Medicare or Medicaid for you, your spouse or dependent
  - Your Spouse or dependent first becomes eligible for coverage under Medicare or Medicaid
  - You, your Spouse or dependent loses entitlement to Medicare or Medicaid
- Employment Status
  - Change in your employment status or that of your spouse or dependent from either full-time to part-time, or the reverse
  - Start of your spouse's employment
  - Your Spouse or dependent is employed in a position that offers health insurance
  - Start or end of an unpaid leave of absence by you, your spouse or your dependent
- Change in Family Status
  - Change in legal marital status – marriage, divorce, legal separation, annulment, death
  - Change in # of dependents – birth/adoption, stepchildren, foster children, death, dependent is no longer eligible for coverage (i.e., marries, reaches age, or no longer meets criteria)
- Other
  - Significant change in the cost or conditions of your spouse's health care coverage related to your spouse's employment that affects you.

If you are not participating in Premium Conversion, you may elect to reduce your FEHB coverage at any time.