

Health, Dental, and Prescription Drug Benefits

- ☐ Within **30 days** of date of marriage, submit enrollment forms with changes to Benefits Administration Office
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Supporting Documentation

- ☐ State Marriage Certificate
- ☐ Spouse's Social Security Card

Life & Accident Insurance

- ☐ If additional life insurance coverage is wanted for employee or spouse: Within **30 days** of date marriage, submit application and evidence of insurability form to purchase additional insurance coverage. Life insurance policies are not guaranteed and are subject to evidence of insurability.
- ☐ **Update beneficiary designations.**
 - For Teachers and Admin:** Stamford Public Schools Beneficiary Form and TRB Life Insurance Beneficiary Form
 - For Paraeducators and Security:** Stamford Public Schools Beneficiary form and Pension Beneficiary Form
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

403b & 457 Retirement Plans

- ☐ Contact investment provider to update beneficiary designations

Flexible Spending Accounts

- ☐ Enroll or make changes in health care and dependent day care flexible spending accounts within **30 days** from the date of marriage
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Questions

- ☐ Enrollment 977-4773

**The onus is on the employee to check their Paystub.
Please check that the deducted amount is accurate.**