



Open Enrollment Materials Checklist

- [Employer Resources Page for Section 125 and Open Enrollment](#)
- [VEHI Health Benefit Guide](#)
- Evergreen/Auto Enrollment Notice - if taking this approach ([link to page](#))
- [BCBSVT/VEHI Enrollment Form](#) and [Interactive Enrollment Form](#)
- [Statement of Domestic Partnership](#)
- [SBC and HRA Wrap](#)
 - a. HRA Wrap update needed? Did the HRA change?
 - b. VEHI website has information on distribution requirements
- [CIL Information](#)
- FSA Election Forms (see your TPA for forms)
- Dependent Care Election Forms (see your TPA for forms)
- [Link to federal IRS limits](#) for FSA, Dependent Care and HSA – reminder – these limits are all on a calendar year basis.
- [Accumulator Credit Memo to employer](#) when Open Enrollment is effective other than January 1, calendar year – or for mid-year changes. [Employee version](#).
- HSA Eligibility Certification if electing HSA ([link to Healthcare Funding page](#))
- Other benefits
 - a. Dental
 - b. LTD
 - c. Wellness

Each employer is responsible for ensuring their Open Enrollment process and materials comply with local documents, policies, actual employee benefit, as well as state and federal laws.