



Southwestern University
2026 Benefits New Employee/
Change Form For Bi-Weekly
Paid Employees

2026
BiWeekly

Employee Information

Check box if New Address or Phone

Employee Name: (Last, First, Middle) **Please Print**

Social Security #:

Email:

Phone: _____

Date of Birth: (mm/dd/yyyy) Marital Status Single Married

Address: (Street, City, State, Zip Code)

HR Use Only

MO/SM Contribution

Male Female

EBC

Reason for Completing This Form (this change form & required documentation must be submitted to Human Resources within 30 days of qualifying event)

- Open Enrollment
- New Hire
- Birth or Adoption
- Divorce
- Marriage
- COBRA

- Death of Spouse or Dependent
- Termination of other group health plan
- Change in Spouse/Dependent's employment status
- Qualified Medical Support Order
- Return from Leave of Absence
- Other _____

Change in Health Savings Account (HSA) Deduction
 Amount Only (no qualifying event required)

Event Date: _____

Benefits Change

Effective Date: _____

Medical

Yes, I wish to change my medical coverage. No, I do not wish to change my medical coverage. Waive Coverage

(Select ONE Dollar Amount) Note: All deductions are made on a Pre-Tax basis

Bi-Weekly Premium/Code

Plan Choice:	Employee Only	Emp + Spouse	Emp + Child(ren)	Emp + Family	Bi-Weekly Premium/Code
<input type="checkbox"/> High Deductible Health Plan	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$150.88	<input type="checkbox"/> \$64.61	<input type="checkbox"/> \$217.35	
<input type="checkbox"/> Base PPO Plan	<input type="checkbox"/> \$56.68	<input type="checkbox"/> \$216.07	<input type="checkbox"/> \$113.36	<input type="checkbox"/> \$312.58	
<input type="checkbox"/> Buy-Up PPO Plan	<input type="checkbox"/> \$103.45	<input type="checkbox"/> \$317.04	<input type="checkbox"/> \$193.95	<input type="checkbox"/> \$469.77	

Dental

Yes, I wish to change my dental coverage. No, I do not wish to change my dental coverage. Waive Coverage

(Select ONE Dollar Amount) Note: All deductions are made on a Pre-Tax basis

Bi-Weekly Premium/Code

Plan Choice:	Employee Only	Emp+ Spouse	Emp +Child(ren)	Emp + Family	Bi-Weekly Premium/Code
<input type="checkbox"/> HUMANA PPO Low Plan (NO ortho)	<input type="checkbox"/> \$11.75	<input type="checkbox"/> \$23.49	<input type="checkbox"/> \$26.43	<input type="checkbox"/> \$40.53	
<input type="checkbox"/> HUMANA PPO High Plan (inc ortho)	<input type="checkbox"/> \$17.00	<input type="checkbox"/> \$33.99	<input type="checkbox"/> \$42.88	<input type="checkbox"/> \$64.28	

Vision

Yes, I wish to change my vision coverage. No, I do not wish to change my vision coverage. Waive Coverage

(Select ONE Dollar Amount) Note: All deductions are made on a Pre-Tax basis

Bi-Weekly Premium/Code

Plan Choice:	Employee Only	Emp + Spouse	Emp + Child(ren)	Emp + Family	Bi-Weekly Premium/Code
<input type="checkbox"/> HUMANA Vision	<input type="checkbox"/> \$3.19	<input type="checkbox"/> \$6.37	<input type="checkbox"/> \$6.06	<input type="checkbox"/> \$9.52	

Subtotal amount to be deducted Semi-Monthly:

Flexible Spending Accounts (FSA) / Health Savings Account (HSA) Election

Yes, I wish to elect a **dependent care Flexible Spending Account (FSA)** with a semi monthly contribution of: (\$7,500 annual limit/single or married if filing jointly or \$3,750 if married filing separately). \$ _____ (DCB)
^ total/annual amount

Decline **dependent care** flexible spending account.

Yes, I wish to elect a **medical Flexible Spending Account (FSA)** with an **ANNUAL** contribution of: (\$3,400 annual limit). \$ _____ (SAB)
Do not choose this option if you enroll in the High Deductible Health Plan (HDHP). (Amount is divided by the pay periods/year).
^ total/annual amount

Decline **medical care** flexible spending account.

Yes, I wish to elect a Health Savings Account (HSA). You must enroll in the HDHP and complete this section to elect this coverage. Southwestern University will contribute **\$37.50-single or \$75.00-employee+dependent** on a semi-monthly contribution if you choose to elect the HDHP/High Deductible Health Plan. \$ _____ (EHB1)

In addition to what Southwestern University contributes to my HSA, I elect a semi-monthly contribution of: (not to exceed the annual maximum of \$4,400 for employee only = max \$3,500 employee contribution; or \$8,750 employee + dependent = max \$6,950 employee contribution). A \$1,000 catch up contribution is available for employee age 55 and over. \$ _____ (IHB)
^ amount each paycheck

I do NOT wish to contribute into my Health Savings Account.

Term Life / AD&D Election and Optional Dependent Life Coverage Effective / 2026

Yes, I wish to elect **TERM LIFE / AD&D Employee Coverage** for 2 times my annual salary:
 Salary _____ x2 = _____ Rounded Amt _____ /1000= _____ x.067= _____ /2=(_____ x12)/26= _____ Apx BiWkly Prem
 I Waive Term Life / AD&D Employee Coverage

Optional Life Dependent Coverage Note: you must elect Term Life (above) in order to elect Dependent Coverage

Yes, I wish to elect Optional Dependent Life Coverage

Option One: \$2.68 BiWeekly = \$25,000(sps)/\$10,000(child) of coverage Option Two: \$1.11 BiWeekly = \$10,000(sps)/\$5,000(child) of coverage

I Waive Term Life / AD&D Employee Coverage

Total amount to be deducted SEMI-MONTHLY:

Retirement Plan - TIAA/CREF Regular Retirement Plan 403(b)

Not Eligible until after one year waiting period: Effective Date of Coverage: _____

Eligible as of : _____

ELIGIBILITY PENDING UNTIL DOCUMENTATION IS RECEIVED AND VERIFIED.

Family Information (Medical, Dental & Vision) Complete the following information for dependents only if you are adding or deleting dependent coverage.

Name	Add/ Drop	Sex M/F	Social Security Number	Birthdate (mm/dd/yyyy)	Married	Coverage
Spouse	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> M <input type="checkbox"/> F			N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life
Child	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life
Child	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life
Child	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life

Authorization - Includes important HSA and FSA information

- I authorize Southwestern University to make periodic salary reductions from my paycheck to be deposited in my account for the election period specified above in an amount equal to the premiums required for the coverage elected above plus the specific dollar amounts, if any, elected for the Flexible Spending Accounts and/or the Health Savings Account. The salary reductions will be made in substantially equal amounts, to the extent administratively feasible. I further authorize WEX / Discovery Benefits to disburse funds from my account in accordance with the Plan and my elections.
- I further acknowledge that I must submit Reimbursement Requests to receive reimbursement from my flexible spending account(s) if I did not utilize my debit card to pay for services. Additionally, I understand that there may be times that I will be required to provide an itemized receipt when my debit card is used.
- My elections (other than the Health Savings Account contributions), including coverage types, cannot be altered without a qualified "Change in Family Status" as defined by the Internal Revenue Code.
- The Southwestern University plan year runs from January 1, 2026 through December 31, 2026. The grace period for incurring Health Care and Dependent Care Flexible Spending Account expenses has been extended to March 15, 2027. The deadline for filing all claims will be April 30, 2027.
- The unused balance of the Flexible Spending Accounts is forfeited if unclaimed by April 30, 2027. I understand that if my employment terminates prior to March 15, 2027, the unused balance of the Flexible Spending Accounts is forfeited if unclaimed within 45 days following my termination date, unless otherwise extended under applicable continuation coverage rules.
- I hereby verify that, if I am married and have elected salary reduction contributions for the Dependent Care benefit in the amounts which will exceed \$3,750 in one calendar year, I will file a joint income tax return with my spouse.
- By participating and pre-taxing the above premiums, the computing and reporting of my federal income tax will be based on my reduced salary, as will my FICA (social security) contributions.
- If I enroll in the HDHP and elect contributions to the Health Savings Account, I understand that I will be required to submit additional documentation to the custodian of the Health Savings Account in order to open, and have contributions made to, the Account. Further, I understand the applicable eligibility requirements for Health Savings Account contributions and confirm I am eligible to make such contributions and have contributions made on my behalf. I understand that I am solely responsible for any tax consequences related to my participation in the Health Savings Account.

Employee Signature

Date