

Benefit Election Form Instructions (ZB107)

Attached is a summary of the insurance benefits available to you. The summary includes your choices for Disability Insurance (Plan DI), Dependent Life Insurance (Plan DL), Dental Insurance (Plan DN), Employee Life Insurance (Plan EL), Health Insurance (Plan HL) and Vision Insurance (Plan HL). More details about each of your insurance choices are available from your Human Resources Office or at the Employee Benefits Division Web Site (<http://www.state.mi.us/dmb/ose/EBD>).

Following are examples and explanations to assist you in reading the summary and deciding which choices are best for you:

① Plan DI	② LTD1 STATE LONGTERM DISABILITY PL1	③ ELIG	04/02/00
④ Percent	100.000	⑤ Coverage	41760.00
⑦ Employee	39.37	⑥ Salary	41760.00
	⑧ State		26.57

① Plan HL	② H2F0 STATE CATASTROPHIC HEALTH	③ ELIG	04/02/00
Option	Description	Employee	State
⑨ 01	EMPLOYEE ONLY	⑦ 50.00-	⑧ 15.81
02	EE & SPOUSE	50.00-	31.62
03	EE & CHILD(REN)	50.00-	31.62
04	FULL FAMILY	50.00-	31.62

- ① Plan - Identifies the plan type, e.g., DI Disability Insurance; HL Health/Vision Insurance
- ② Plan Description -e.g., LTD1 STATE LONGTERM DISABILITY PL1; H2F0 STATE CATASTROPHIC HEALTH
- ③ Elig date - This is your hire date.
- ④ Percent - This indicates you are 100% vested in the LTD Plan.
- ⑤ Coverage - Indicates the amount of coverage you are purchasing
- ⑥ Salary - Your annual salary.
- ⑦ Employee - Indicates the biweekly premium that would be withheld from your paycheck. Amount followed by “-” indicates the amount returned to the employee for selecting a reduced insurance option.
- ⑧ State - Indicates the biweekly State premium.
- ⑨ Option - Indicates there are options available for covering you and family members.

Make your insurance selections on the attached Insurance Enrollment Form. **Your insurance selections will be effective the first day of the pay period after this completed form is returned to your Human Resources Office.** If you have additional questions about your insurance choices, contact your Human Resources Office.