

State of Michigan  
Civil Service Commission  
**EMPLOYEE BENEFITS DIVISION**  
**Flexible Spending Accounts**  
Capitol Commons Center, 4<sup>th</sup> Floor  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
800-505-5011

- Health Care**  
 **Dependent Care**

## FLEXIBLE SPENDING ACCOUNTS

### LIFE EVENT/ELECTION CHANGE FORM

**Instructions:** Complete this form to report a change in status in either the Health Care or Dependent Care Flexible Spending Account for the current calendar year. Documentation must be provided within 31 days of the qualifying life event in order for the change to be processed. Sign and date the form, attach supporting documentation, retain a copy of the form and the supporting documentation for your records, and mail to the address above or fax to 517-284-0078. A portion of this information is protected by federal privacy laws and/or state confidentiality requirements. **Do not use this form for enrollment.**

PLEASE PRINT OR TYPE

<b>Name</b>		<b>Daytime Phone</b>	
		<b>Ext.</b>	
<b>Home Address</b>		<b>Employee ID Number</b>	
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>State E-mail Address</b>			
<b>Current Biweekly Deduction</b>	<b>New Biweekly Deduction</b>	<b>Number of Pay Periods For Deduction</b> (1 to 26)	
\$	\$		
<b>Life Event (Check one below):</b>	<b>Date of Event</b>	<b>Documentation Needed:</b> (Please send copies)	
<input type="checkbox"/> 1. Birth or Adoption of Child		Birth Certificate/ Legal Documentation	
<input type="checkbox"/> 2. Death of Dependent or Spouse		Death Certificate	
<input type="checkbox"/> 3. Gain or Lose Custody of Dependent		Legal Documentation	
<input type="checkbox"/> 4. Addition of Incapacitated Adult or Child to Household		Documentation to Certify Incapacitation	
<input type="checkbox"/> 5. Legal Separation		Legal Documentation	
<input type="checkbox"/> 6. Divorce		Divorce Decree	
<input type="checkbox"/> 7. Marriage		Marriage License	
<input type="checkbox"/> 8. Significant Change in Dependent Care		Detailed Explanation	
<input type="checkbox"/> 9. Change in Employment Status		Documentation from Employer	
<input type="checkbox"/> 10. Other, Specify: _____		Specified by Employee Benefits Division	
<p><i>I authorize the State of Michigan to reduce my gross biweekly salary in the amount specified above in the New Biweekly Deduction box.</i></p> <p><i>I understand that according to Federal Regulation, any money remaining in my account at the end of the year and its corresponding grace period must be forfeited.</i></p> <p><i>I certify that the information provided on this form is true and complete. I understand that any misstatement or falsification of material facts will result in my removal from the Spending Account, and may cause an IRS and/or state audit with possible additional tax, interest, and penalties due.</i></p>			
<b>Employee's Signature</b>			<b>Date</b>