

# Child Birth & Adoption Checklist

## Reminder

- Notify your plan provider of the upcoming birth OR adoption of your child to determine if there are any pre-approval requirements.
- If you elect to enroll your new child in our benefits plan, you must do so within 30 days of your date of birth or adoption.

## Medical, Dental, and Vision Plans

- What to consider in choosing which health benefits to choose for your new child:
  - Compare both parent's plans, keeping in mind well-child care and immunizations.
  - Check with your pediatrician to determine which plans they accept.

## Flexible Spending Accounts

- Make changes to any reimbursement accounts depending on your new expenses.
- Check out [www.irs.gov](http://www.irs.gov) for a list of eligible expenses.

## Supplemental Life Insurance

Determine the coverage levels for your new family, referring to future plans and both long-term and short-term debt.

- Update your beneficiary information to reflect the changes to your family.
- Remember to update your will and any trusts.

## Retirement Benefits

- Make any investment changes that you determine meet the needs for your family.
- Make sure you update your beneficiary information.
- Remember to notify your plan provider of any change to your personal information.

## Employee Information

- Always make sure your personal information stays current. Keep the following information current:
  - Name and address
  - Marital status
  - Tax withholding information
  - Emergency contact information