

LIFE EVENT: Gaining Other Employer Coverage by a Spouse or Dependent

The steps below outline what you may wish to consider and actions to take when your spouse or dependent gains other coverage.

☐ **Step 1 – Remove Spouse or Dependent from Medical, Dental and/or Vision Coverage**

You have 30 days from the date your spouse or dependent gains other employer coverage to remove them from your medical, dental, and/or vision coverage. Coverage will end the last day of the month in which they gain other coverage. To stop their coverage, please sign into [Bellevue Benefits](#) and follow the steps below.

*To make the change, logon to Bellevue Benefits at: <https://cityofbellevuehr.workterra.net>. Click on the **Make Changes** icon. Select the appropriate Life Event Type and enter the Life Event Date. Click **Save** and an enrollment window will open that will step you through the benefits that you are allowed to change specific to your life event. You will know that you have completed your changes in Bellevue Benefits when you click the **Finish** button at the bottom to the Confirmation Statement.*

☐ **Step 2 – Flexible Spending Accounts**

Within 30 days, you may be able to change your Flexible Spending Account (FSA) election amount(s) through [Bellevue Benefits](#). Changes must be consistent with the life event.

☐ **Step 3 – Change Tax Withholding**

You may want to review and/or change the amount of taxes withheld from your paycheck. To do so, submit a new W-4 form to Payroll, available through MySelf Service.