

Dependent Status Change Checklist

Medical and Dental Plans

- Notify plan administrator of change within 30 days for COBRA continuation coverage.

Flexible Spending Accounts

- Check policy for continuing account coverage for expenses.
- Notify of changes within 30 days of change.

Dependent Life Insurance

- Coverage ends on the last day of the month in which the change occurs.

Tax Liabilities

- Update tax withholding information if change impacts the number of dependents.