

Cafeteria Plan Change of Status Form

(Please complete this form and return it to your Human Resource Department)



1 Personal Information

Employee Name

Company Name

Street Address, City, State, Zip

Current Date

Date of Event/Termination

Social Security Number

2 Qualifying Event

- ☐ Change of Status - List all dependents (including Spouse): i.e. Marriage, Divorce, Death, Legal Separation, Birth, Adoption, No Longer Dependent, Employment Change, Spousal Employment Change, etc.

Full Name	Date of Birth	Relationship	Reason for Change of Status

- ☐ Change Cost or Provider – Dependent Care i.e. Change of Day Care Provider, Cost Increases or Decreases

- ☐ Termination of Employment

3 Change of Benefit

The payday that the new deduction begins:

Date of last payroll deduction (if termination of employment):

	Prior Annual Election Amount	New Annual Election Amount	Frequency of Withholding (weekly, semi-monthly, etc.)
Health Care Expense			
Day Care Expense			

4 Employee Signature/Company Representative Signature

Employee Signature

Date

Company Representative Signature

Date