

2024 Open Enrollment Checklist

Items you need to gather before open enrollment and discuss with your dependents.



You need:

- a. Your legal name _____
- b. Social Security Number _____
- c. Birth Date _____
- d. Address _____



If you are enrolling Dependents for the first time, you need:

- a. Spouse
 - i. Legal Name _____
 - ii. Social Security Number _____
 - iii. Birth Date _____
 - iv. Address _____

- b. Child #1
 - i. Legal Name _____
 - ii. Social Security Number _____
 - iii. Birth Date _____
 - iv. Address _____

- c. Child #2
 - i. Legal Name _____
 - ii. Social Security Number _____
 - iii. Birth Date _____
 - iv. Address _____

- d. Add more children as needed.

NOTE: If you are adding dependents, you will need a copy of the birth certificate and/or a marriage license.

Are you enrolling in Medical Coverage? Yes No

If so, which plan?

- a. PPO Core HSA Enhanced HSA
b. Self Only Self and Spouse Employee and Children Family

Are you enrolling in Dental Coverage? Yes No

If so, which plan?

- a. Basic Plan Buy-Up Plan
b. Self Only Self and Spouse Employee and Children Family

Are you enrolling in the Vision Plan? Yes No

- a. Basic Plan Buy-Up Plan
b. Self Only Self and Spouse Employee and Children Family

Are you purchasing any additional coverage? Amounts?

- a. Optional Life Insurance Yes No 1x base pay 2x base pay
b. Accidental Death and Dismemberment Yes No
From 1x to 10x base pay \$_____
- c. Optional Long-Term Disability Yes No
d. Optional Dependent Life Yes No
i. Circle spouse amount:
001. \$10,000 \$30,000 \$40,000 \$50,000
ii. Dependent other than spouse is ½ of spouse amount.
e. Health Savings Account Yes No Amount to contribute \$_____

Please go to <https://mymyersbenefits.com/> for more information about these plans.