



**Save paper. Save a step. Save time.** Instead of using this election form, make changes online at <https://PeopleFirst.MyFlorida.com>. Learn more about plans, use the cost estimators and more at [MyFlorida.com/MyBenefits](https://PeopleFirst.MyFlorida.com/MyBenefits).

**Please read this page carefully. Signing the election form means you agree to the following and understand the options you are choosing on the election form and that you understand that your participation is subject to applicable rules in Chapter 60P, Florida Administrative Code.**

- Review your current benefits and the available plans and options, and then select the benefit options most suited to your personal needs.
- Enrolling in pretax accident or disability plans or changing coverage levels automatically stops other pretax accident/disability plan coverage. If you only want to cancel your existing coverage, you must check the box next to the plan name and coverage level you want to cancel. Complete Part 3 if you wish to cancel closed plans not listed in Part 1 and Part 2.
- Send required documentation to the People First Service Center (address below) within 31 days of when you add eligible dependents or drop ineligible dependents from your plans. You must provide documentation or risk losing coverage.
- When your dependents no longer meet eligibility requirements, you must drop them from your plans. You may be responsible for any cost for services received while your dependent was incorrectly listed as eligible.
- If you are dropping all of your dependents, you must change your coverage to individual.
- If you cancel your accident and/or disability insurance, you can only enroll again during the next annual open enrollment period or if you have an appropriate qualifying status change event.
- Your elections remain in effect for the remainder of the calendar year unless you experience a Qualifying Status Change event, as defined by the Internal Revenue Code and/or the Florida Administrative Code.
- Your effective date of coverage is the first of the month following receipt of this form and a full month's premium, provided you meet applicable deadlines.
- Pretax premiums increase your take-home pay because your insurance premiums are deducted from your salary before taxes are calculated. If you do not wish to have your premiums deducted on a pretax basis, you must complete and submit a Pretax Premium Waiver Form annually.
- Send election forms directly to the People First Service Center. Enrollment changes cannot be processed if you send forms and/or applications to the supplemental insurance company.
- Mail or fax your completed and signed election form to:
  - People First Service Center
  - PO Box 6830
  - Tallahassee, FL 32314
  - Fax to (800) 422-3128
- For help, call (866) 663-4735 or TTY (866) 221-0268, Monday through Friday, from 8 a.m. to 6 p.m. Eastern time.

Please note: Falsifying documents, misrepresenting dependent status, or using other fraudulent actions to gain coverage may be criminal acts. The People First Service Center is required to refer such cases to the State of Florida.





