

# Marriage

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Add health, dental, and vision coverage for yourself, your spouse, and your eligible dependents</li><li>• Drop health, dental, and vision coverage for yourself, your spouse, and your eligible dependents if new coverage is elected through your new spouse's employer</li><li>• Start, stop, increase, or decrease your contribution to a healthcare and/or dependent care flexible spending account</li><li>• Start, stop, increase, or decrease your life and/or disability elections</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li>1. A completed <b>Qualifying Event Change Form</b></li><li>2. The original or a copy of the marriage certificate or marriage license</li><li>3. Dependent Verification documents: Review the <b>McLane Memo</b> and <b>Acceptable Documents List</b></li><li>4. Life and Accident - <b>Beneficiary Designation Form</b></li><li>5. 401(k) Profit Sharing Plan - <b>Beneficiary Designation Form</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of marriage

# Divorce

What changes can I make to my benefit elections?	<ul style="list-style-type: none"> <li>• Drop health, dental, and vision coverage for your ex-spouse</li> <li>• Drop health, dental, and vision coverage for dependents who are no longer eligible to be covered on the McLane plan</li> <li>• Add coverage for yourself or dependent children who lose coverage under your ex-spouse's employer</li> <li>• Start, stop, increase, or decrease your contribution to a healthcare and/or dependent care flexible spending account</li> <li>• Start, stop, increase, or decrease your life and/or disability elections</li> </ul>
What documentation is needed?	<ol style="list-style-type: none"> <li>1. A completed <b>Qualifying Event Change Form</b></li> <li>2. Original or copy of the court order granting divorce or the divorce decree</li> <li>3. <b>McLane Memo</b> and <b>Acceptable Documents List</b> if adding new dependent children</li> <li>4. Life and Accident - <b>Beneficiary Designation Form</b></li> <li>5. Profit Sharing 401(k) Plan - <b>Beneficiary Designation Form</b></li> </ol> <p>Contact the Home Office Benefits Administrator at 1-888-403-6089 if you need to submit a Qualified Domestic Relations Order (QDRO) as part of your divorce.</p>
When must the documentation be provided?	Within 60 calendar days of the date of the final divorce decree

# Birth of a Dependent Child

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Add health, dental, and vision coverage for your new child</li><li>• Start/increase your healthcare or dependent care flexible spending account</li><li>• Start/increase your child life insurance elections</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li><b>1. Qualifying Event Change Form</b></li><li>2. Original or copy of a government issued birth certificate</li><li><b>3. McLane Memo and Acceptable Documents List</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of the date of the birth
Who do I give this documentation to?	Your local Human Resources Department

# Adoption/Placement for Adoption of a Dependent Child

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Add health, dental, and vision coverage for your new child</li><li>• Start/increase your healthcare or dependent care flexible spending account</li><li>• Start/increase your child life insurance elections</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li><b>1. Qualifying Event Change Form</b></li><li>2. Original or copy of a government issued birth certificate</li><li><b>3. McLane Memo and Acceptable Documents List</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of the date of the adoption/placement
Who do I give this documentation to?	Your local Human Resources Department

# Legal Guardianship

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Add health, dental, and vision coverage for your new child</li><li>• Start/increase your healthcare or dependent care flexible spending account</li><li>• Start/increase your child life insurance elections</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li><b>1. Qualifying Event Change Form</b></li><li>2. Original or copy of a government issued birth certificate</li><li><b>3. McLane Memo and Acceptable Documents List</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of the date legal guardianship begins
Who do I give this documentation to?	Your local Human Resources Department

# Spouse or Dependent Loses Coverage Elsewhere

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Add health, dental and vision coverage for you, your spouse, and/or dependent child(ren)</li><li>• Start/increase your healthcare or dependent care flexible spending account</li><li>• Start/increase your spouse and/or child life insurance elections</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li><b>1. Qualifying Event Change Form</b></li><li>2. Documentation that your spouse and/or dependent child(ren):<ul style="list-style-type: none"><li>• Lost Coverage</li><li>• What coverage they lost</li><li>• The date the coverage stopped</li></ul></li><li><b>3. McLane Memo and Acceptable Documents List</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of the date when coverage was lost
Who do I give this documentation to?	Your local Human Resources Department

# Spouse or Dependent Gains Coverage Elsewhere

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Drop health, dental, and vision coverage for you, your spouse, and/or dependent child(ren)</li><li>• Stop/decrease your healthcare or dependent care flexible spending account</li><li>• Stop/decrease your spouse and/or child life insurance elections</li></ul>
What documentation is needed?	<b>1. Qualifying Event Change Form</b> 2. Documentation that your spouse and/or dependent child(ren): <ul style="list-style-type: none"><li>• Gained Coverage</li><li>• What coverage they gained</li><li>• The date the coverage began</li></ul>
When must the documentation be provided?	Within 60 calendar days of the date when coverage was gained
Who do I give this documentation to?	Your local Human Resources Department

# Death of a Covered Spouse or Dependent Child

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Drop health, dental, and vision coverage for your deceased spouse or dependent child</li><li>• Stop/decrease your healthcare or dependent care flexible spending account</li><li>• Stop/decrease your spouse and/or child life insurance elections as appropriate</li></ul>
What documentation is needed?	<ol style="list-style-type: none"><li>1. <b>Qualifying Event Change Form</b></li><li>2. Original or copy of the death certificate</li><li>3. Life and Accident - <b>Beneficiary Designation Form</b></li><li>4. Profit Sharing 401(k) Plan - <b>Beneficiary Designation Form</b></li></ol>
When must the documentation be provided?	Within 60 calendar days of the date of death of the spouse or dependent child
Who do I give this documentation to?	Your local Human Resources Department



# Dependent Child Turns 26 Years of Age

What changes can I make to my benefit elections?	<ul style="list-style-type: none"><li>• Drop health, child life, and vision coverage for your 26-year-old child</li><li>• Stop/decrease your healthcare or dependent care flexible spending account</li></ul>
What documentation is needed?	<p>No documentation required.</p> <p>Your 26-year-old dependent child will be automatically dropped from health, child life, and vision coverage since they are no longer eligible.</p>