

Dear Employee:

As a result of your recent **divorce/decease of a dependent**, you may wish to update the following information/benefits:



Tax Withholding Change:	At any time you may elect to change the number of allowances claimed on your W-4 forms. Contact Jackie Little for the appropriate forms.
Health Insurance Dependent Change:	Within 30 days of the event, you may make a related change to your covered dependents. For example, you can drop your former dependent from the coverage or enroll in our health plan if you were previously covered under your spouse's health plan. Contact Jackie Little for the appropriate form.
Dental Insurance Dependent Change:	Within 30 days of the event, you may make a related change to your covered dependents. For example, you can drop your former dependent from the coverage or enroll in our dental plan if you were previously covered under your spouse's dental plan. Contact Jackie Little for the appropriate form.
Maine State Retirement Beneficiary Change:	If you are a member of Maine State Retirement, you may want to make a change to your beneficiary designation. Contact Jackie Little for the appropriate form.
Life Insurance Beneficiary Change:	If you currently have life insurance through Maine State Retirement, you may want to make a change to your beneficiary designation. Contact Jackie Little for the appropriate form.
Life Insurance Coverage Change:	Also, if you already have life insurance through Maine State Retirement, at any time you may decrease coverage or drop dependent coverage. Contact Jackie Little for the appropriate form.

The following is a list of others you may want to contact regarding dependent or beneficiary changes:

Horace Mann Disability	Tax Sheltered Annuities
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