

Dear Employee:

Congratulations on the recent **birth or adoption** of a child! You may wish to update the following information/benefits as a result of this event:



Tax Withholding Change:	At any time you may elect to change the number of allowances claimed on your W-4 forms. Contact <a href="#">Jackie Little</a> 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 add your newborn or adopted child to the coverage. Contact <a href="#">Jackie Little</a> 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 add your newborn or adopted child to the coverage. Contact <a href="#">Jackie Little</a> for the appropriate form. (Most employees decide to wait until open enrollment instead because newborns don't need dental care yet. ☺)
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 <a href="#">Jackie Little</a> 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 <a href="#">Jackie Little</a> for the appropriate form.
Life Insurance Coverage Change:	Also, if you already have life insurance through Maine State Retirement, within 30 days of the event, you may add dependent life insurance coverage. Contact <a href="#">Jackie Little</a> for the appropriate form.