

UPSTATE

MEDICAL UNIVERSITY

THE PRE-TAX CONTRIBUTION PROGRAM (PTCP)

I hereby acknowledge that I have been made aware of the pre-tax contribution program (PTCP). I understand that Internal Revenue Service regulations require that once an election to participate in this program is made that it cannot be canceled until the end of the current calendar year, unless one of the listed qualifying situations is met. Changes that do not stem from a qualifying event are defined by the IRS as arbitrary health insurance changes.

I further understand that arbitrary changes in health insurance coverage (e.g. change from family to individual coverage) will not change the amount of my health insurance deduction. I understand that my health insurance premiums will be deducted from my salary before taxes are applied, unless I indicate on the attached PS-404 form that I do not wish to participate in this program.

Qualifying Situations

- You have a change in family status (e.g., marriage, birth, death, legal separation, divorce, only dependent child's attaining the maximum of coverage).
- You are enrolled in an HMO and move out of the HMO's service area, and must choose another HMO or the Empire Plan.
- Your spouse loses coverage due to termination of employment and must apply for coverage for the spouse under NYSHIP.
- You first become eligible for health insurance coverage after the beginning of the tax year.
- Your employment with the State terminates.
- Your spouse has a change of employment status, which results in either acquiring or losing eligibility for health insurance coverage.
- You receive a divorce or legal separation and are required under court order to provide health insurance coverage for your eligible dependent children.
- There is a significant change in your or your spouse's health coverage, which is attributable to your spouse's employment.

Signature

Emp ID

Date