PLEASE BE SURE TO: 1) MAIL THE ORIGINALS TO THE INSURANCE TRUST OFFICE; 2) KEEP A COPY; AND 3) MAIL A COPY OF THE FLEX FORMS ONLY TO GROUP DYNAMIC.

All employees working 30 hours a week must complete the Flexible Benefit Enrollment Form, which Group Dynamic has sent. If you are missing a form on an employee, please call Group Dynamic (1-800-564-3539).

If an employee is adding medical and/or dental for the first time, the employee must complete the Health Benefit Enrollment Form, along with the Flexible Benefit Enrollment Form.

If an employee is making a change to their existing coverage (single to employee with children or full family, or vice versa) then we must receive a Participant Change Form, along with the Flexible Benefit Enrollment Form.

Dependents – If an employee is adding a new dependent for medical and/or dental coverage we must also receive a Participant Change Form. The backside of the Flexible Benefit Form does not add a new dependent.

PLEASE BE SURE MAILING ADDRESS ON THE FLEXIBLE BENEFIT ENROLLMENT FORM IS CORRECT. If you make a correction on the form, address will be updated accordingly. Outside of Open Enrollment for mailing address changes - PLEASE COMPLETE PARTICIPANT CHANGE FORM.

Dealerships that utilize Group Dynamic/MADA Flexible Benefit Enrollment Form will NOT need the Deductible Plan Change Form. All other dealerships will need a Deductible Plan Change Form, for each participant.

Basic Life/STD – If an employee previously waived coverage, a health statement (Evidence of Insurability) must be completed and approved.

An employee must enroll for Basic Life coverage in order to enroll for the Optional Life. An employee must have at least one unit for self to enroll in spouse and/or child(ren) Optional Life coverage. Spouse can apply for up to 100% ($50,000 maximum) of the Optional Life of the employee.

For 2018, Optional Life any increase in coverage will require a health statement to be completed and approved. Please do not start deducting until approved. The coverage will begin when approved and you will receive notification from the Insurance Trust office as to coverage date and when premium charges will begin.

ALL INFORMATION MUST BE RECEIVED BY FEBRUARY 16TH SO THAT WE MAY DISTRIBUTE ID CARDS TIMELY – ALL PARTICIPANTS WILL BE ISSUED NEW ID CARDS.

PLEASE DO NOT FAX FORMS OR REQUESTED INFORMATION.

If you need any information tailored to your dealership please email and we will forward information to you. Carrian@MaineAutoDealers.com