

SEATTLE HOUSING AUTHORITY
FLEXIBLE SPENDING ACCOUNT
Change in Status Form

Employee: _____ **SS#:** _____

Address: _____

Plan Year: _____ **through** _____

As a participant in the cafeteria plan, I am entitled to revoke my prior benefit election and enter into a new election in the event of certain changes in status.

I understand that the change in my benefit election must be necessitated by and consistent with the change in status and that the change must be acceptable under the Regulations issued by the Department of Treasury.

I certify that I have incurred the following change in status:

- Marriage
- Divorce, Legal Separation or Annulment
- Birth, adoption or placement for adoption of a child
- Death of my spouse and/or dependent
- Termination or commencement of employment by my spouse or dependent
- Switching from part-time to full-time (or vice-versa) employment on the part of me or my spouse, or dependent, or reduction or increase in hours, strike or lockout
- I, my spouse or dependent have taken an unpaid leave of absence.
- A change in the residence or worksite of myself, my spouse or dependent.
- My dependent satisfies or ceases to satisfy the requirements for coverage.
- Other: _____

	HCFSA	DCFSA
<u>Revised Annual Election Due to Change:</u>	\$ _____/yr.	\$ _____/yr.
<u>New Election Amount Per Pay Date:</u>	\$ _____/pd.	\$ _____/pd.

NOTE: The Administrator may require you to provide evidence to document the event which requires the change of election.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____