

## End of Domestic Partnership

Employee has 30 days to enroll and make changes to benefits (including domestic partner's children).

Note: UW-Shared Services, Service Operations does not send a COBRA letter for domestic partnership terminations that are effective 1/1/2018 or later.

Benefit Plan	Guidelines	Comments	Action Institution Should Take
<b>Individual &amp; Family Life Insurance</b>	<p>Coverage for ex-domestic partner and partner's children ends on the date the domestic partnership is terminated.</p> <p>Ex-domestic partner/partner's children may convert to an individual policy by submitting conversion application to the plan carrier within 31 days of coverage end date.</p>	<p>Employee should fill out an application to remove Spouse/Domestic Partner coverage.</p> <p>If employee has no other children to cover, employee should fill out an application to terminate Child coverage.</p> <p>If not notified in a timely manner, premiums for Spouse/Domestic Partner/Child coverage may be refunded for no more than the previous twelve months.</p>	<p>Provide conversion application when notified of domestic partnership termination.</p> <p>If terminating Spouse/Domestic Partner and/or Child coverage:</p> <p><u>ADM Event:</u> 1<sup>st</sup> of the month on or after domestic partnership is terminated.</p> <p>Remind employee to review beneficiary designation.</p>
<b>Accidental Death &amp; Dismemberment Insurance</b>	<p>Coverage for ex-domestic partner and partner's children ends on the date the domestic partnership is terminated.</p> <p>Ex-domestic partner/partner's children may convert to an individual policy by contacting Zurich American Insurance Co. at 1-800-834-1959 within 60 days of coverage end date.</p> <p>Employee may add/change/cancel coverage at any time.</p>	<p>If not notified in a timely manner, premiums for Family coverage may be refunded (if dependent(s) is last eligible dependent and employee is only eligible for Employee Only coverage due to dependents' loss of eligibility).</p>	<p>Provide conversion bulletin when notified of domestic partnership termination.</p> <p><u>ADM Event:</u> 1<sup>st</sup> of the month on or after receipt of application.</p> <p>Remind employee to review beneficiary designation.</p>
<b>Flexible Spending Account (FSA)</b>	<p>Health Care FSA/ Limited Purpose FSA:</p> <ul style="list-style-type: none"> <li>Employee may decrease or cease election due to the loss of dependent(s).</li> </ul> <p>Dependent Care FSA:</p> <ul style="list-style-type: none"> <li>Employee may decrease or cease election if employee lost dependents.</li> </ul>	<p>Employee must submit Change of Election form within 30 days of termination of domestic partnership to change elections.</p> <p><b>Employee may only make changes to account IF domestic partner or domestic partner's children qualified for employee's FSA plan according to IRS rules.</b></p>	<p><u>FSA Event:</u> 1<sup>st</sup> of the month on or after domestic partnership is terminated.</p>

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Benefit Plan	Guidelines	Comments	Action You Should Take
<b>Health Savings Account (HSA)</b>	May add/change/cancel contributions at any time.	May no longer claim ex-domestic partner's or partner's children's medical expenses.	FSA Event: 1 <sup>st</sup> day of the payroll where change becomes effective.
<b>Wisconsin Retirement System (WRS)</b>	WRS account can be included in termination of domestic partnership settlement. Only applicable if employee had established a Chapter 40 Domestic Partner.	N/A	Remind employee to review beneficiary designation. (Same as State Group Life Insurance)
<b>UW Tax-Sheltered Annuity (TSA) 403(b) Program</b>	Terminating a domestic partnership does not affect TSA or WDC enrollment.	N/A	SAV Event: 1 <sup>st</sup> day of the payroll where the change becomes effective.
<b>Wisconsin Deferred Compensation (WDC)</b>	May add/change/cancel election at any time.		Remind employee to review beneficiary designation.
<b>W-4</b>	N/A	The employee may wish to review their W-4 withholding allowances and make adjustments as needed.	If employee wants to change withholding allowances, effective date is the first day of the pay period the new withholding starts.
<b>State Group Health Insurance</b>	<p style="text-align: center;">These plans do not provide coverage for domestic partners.</p> <p style="text-align: center;">No action is needed for these plans due to terminating a domestic partnership.</p> <p>Review all benefit plans with employees and to remind them to update <a href="#">beneficiary designation forms</a> (if applicable) as necessary.</p>		
<b>Supplemental Dental Insurance</b>			
<b>Preventive Dental Insurance</b>			
<b>Vision Insurance</b>			
<b>UW Employees, Inc. Life Insurance</b>			
<b>University Insurance Association Life Insurance</b>			
<b>Accident Insurance</b>			
<b>Incoming Continuation Insurance</b>			