

EMPLOYEE/DOMESTIC PARTNER BENEFIT DEDUCTION CHOICES

Instructions:

Column A – Determine your coverage level (include only your children in this factor if you are also covering them)

Column B – Select the corresponding “Pre-Tax” employee deduction choice (Step 9 in guide)

Column C – Determine what your domestic partner’s coverage will be (include his/her children in this factor if they are also being covered)

Column D – Select the corresponding domestic partner deduction choice (step 9a in guide)

Column A	Column B	Column C	Column D
If your coverage level is :	Your employee Pre-Tax Plan Must Equal:	And if Domestic Partner (DP) coverage level is:	Your Domestic Partner choice Must Equal:
Employee Only (no children)	Single (Sgl)	DP Only	Sgl +1DP
Employee + 1 child*	Double (Dbl)**	DP Only	Dbl + 1DP
Employee + 2 or more children*	Family (Fam)	DP Only	Fam + 1DP
Employee Only (no children)	Single (Sgl)	DP + 1 child***	Sgl + 2DP
Employee + 1 child*	Double (Dbl)**	DP + 1 child***	Dbl + 2 DP
Employee + 2 or more children	Family (Fam)	DP + 1 child***	Fam + 2DP
Employee Only (no children)	Single (Sgl)	DP + 2 or more children**	Sgl + 3DP
Employee + 1 child*	Double (Dbl)**	DP + 2 or more children**	Dbl + 3DP
Employee + 2 or more children*	Family (Fam)	DP + 2 or more children**	Fam + 3DP
*child(ren) of employee	**Do Not use “employee + child” pre-tax choice that is available	***child(ren) of DP	

EXAMPLE: An employee with one child who is covering his/her partner, and the partner’s one child, must select deduction choices based on this coverage scenario. In this scenario, the pre-tax choice would be double and domestic partner choice would be Dbl + 2 DP.

The above choices apply to medical, dental and vision plans. You must ensure that you have made the proper selection for each insurance plan you have elected if a domestic partner (and partner’s children) has been included in the plan. You will receive errors if the proper combination is not selected.