

MY BENEFITS CHECKLIST

www.DriveTimeBenefits.com

COMPLETE MY BIOMETRIC TESTING BY 11-15-11

If you (and your spouse/partner) would like to participate in the Wellness Program in 2012, complete your biometric testing (lab work) by November 15, 2011. **Your doctor must sign and date the Biometric Testing Form to notify the Benefits Department you have completed your labwork.**

COMPLETE MY PERSONAL HEALTH PROFILE (PHP) BY 11-15-11

ATTENTION: If you (and your spouse/partner) plan to elect medical benefits coverage in 2012, complete the mandatory Personal Health Profile (PHP) by November 15, 2011. Access the PHP at www.MyWellCall.com and find step-by-step instructions on completing the PHP on the Benefits website.

COMPLETE MY ANNUAL PHYSICAL BY 12-1-11

If you (and your spouse/partner) would like to participate in the Wellness Program in 2012, complete your Annual Physical by December 1, 2011. Please note, this date has changed from previous years - make sure you book your appointments accordingly. **Have your doctor sign and date the Annual Physical Form to notify the Benefits Department you have had your annual physical.**

SUBMIT MY NEW DEPENDENT PAPERWORK BY 12-1-11

If you added new dependents during Open Enrollment, you are required to submit supporting documentation to show your dependent's eligibility. Eligible dependents include: legal spouses, common law spouses (TX only), domestic partners (same-sex only), biological and adopted children, persons under the age of 18 in which you are the legal guardian and children of domestic partners (same-sex only). A list of accepted supporting documents can be found on the Benefits website.

USE MY FLEXIBLE SPENDING FUNDS BY 12-31-11

ATTENTION: If you have a Flexible Spending Account (FSA) for Health Care or Dependent Care in 2011, be sure you use all of your remaining funds. If you do not use all of your FSA funds by December 31, 2011, they will be forfeited and will not rollover 2012.

WELLNESS DEADLINE FOR NEWLY INSURED EMPLOYEES 2-29-12

If you have elected Medical Benefits beginning January 1, 2012 and would like to participate in the Wellness Program, you can book your free annual exam in the new year. Your Biometric Testing Form and Personal Health Profile (PHP) are due February 29, 2012. Your Annual Physical is due at the end of the year.

QUESTIONS?

CONTACT BENEFITS
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DriveTime Benefits Package