INSURANCE TO DO LIST

GROUP INSURANCE – P115 Andy Holt Tower – utinsurance@tennessee.edu

☐ Health: State of Tennessee Group Insurance Enrollment Change Application – RESPONSE REQUIRED

*Dependent documents may be required and should be submitted with the Enrollment Change Application.*

☐ Basic Term Life Beneficiary Designation Form-- MUST COMPLETE: List your beneficiary

☐ Employee Insurance Checklist-- MUST COMPLETE

☐ Optional Special Accidental Death and Dismemberment Enrollment Form

☐ Optional Life: ENROLL ONLINE @ www.lifebenefits.com/stateoftn

☐ Long Term Disability– Complete and turn in the enrollment form only if you are going to accept coverage.

☐ Flex Spending/ Health Spending Account- New employees must complete a paper enrollment form. Once processed the employee can go to https://www.optumbank.com/tennessee.html to manage his/her account.

EMAIL ALL FORMS TO UTINSURANCE@TENNESSEE.EDU – TYPE ENCRYPT IN THE SUBJECT LINE TO SECURE THE EMAIL

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