

TAX\$AVE 2006 OPEN ENROLLMENT MILESTONES

DATE – (2005)	EVENT
September 2	<p>Delivery of payroll inserts to State Centralized Payroll Unit — Tax\$ave 2006 newsletter, POP flier, and FSA pamphlet.</p> <p>Colleges, universities, authorities and commissions should provide Horizon with a list of employees who were eligible for Tax\$ave as of September 1, 2005 to enable telephone and Internet enrollment availability.</p>
September 9	<p>Tax\$ave 2006 Open Enrollment announcement materials distributed to employees paid through the State Centralized Payroll Unit. Payroll inserts to be distributed with paychecks include Tax\$ave 2006 newsletter, POP flier, and FSA pamphlet.</p> <p>First paycheck message to employees paid through the State’s Centralized Payroll Unit announcing upcoming Tax\$ave 2006 and SHBP Open Enrollments to start October 1, 2005.</p> <p>Horizon and the Division of Pensions and Benefits will begin bulk shipment of Tax\$ave Open Enrollment materials to State Monthly employers (State universities, colleges, authorities and commissions).</p> <p>Horizon direct mailing to current FSA enrollees reminding them they must reenroll to continue FSA participation in tax year 2006.</p>
September 23	<p>Second paycheck message announcing the start of the Tax\$ave 2006 and SHBP Open Enrollments on October 1.</p> <p>State Monthly employers (State universities, colleges, authorities and commissions) should distribute the Tax\$ave materials to their employees.</p>
October 1 through October 31	Tax\$ave 2006 Open Enrollment period.
October 7	Third paycheck “reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
October 21	Fourth paycheck “last chance reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
October 31	<p>FSA Election Form postmark date for enrollment in UMSA and/or DCSA.</p> <p>Last day to enroll by telephone or Internet (through Horizon’s automated voice response unit or Web site).</p>
November 4	Final follow-up Commuter Tax\$ave paycheck message to employees paid through the State’s Centralized Payroll Unit.
November 10	POP Declination Forms due at Centralized Payroll. (State universities, colleges, authorities and commissions establish their own date.)
January 1, 2006	2006 Plan Year starts.
January 13, 2006	First deductions for the 2006 Plan Year for employees paid through Centralized Payroll. (State universities, colleges, authorities and commissions should begin deductions with their first pay period in 2006.)