INSURANCE TO DO LIST

GROUP INSURANCE – P115 Andy Holt Tower - Questions call 974-5251

☐ 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](http://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 [stateoftn.payflexdirect.com](http://stateoftn.payflexdirect.com) 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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