

*Sample: please customize as appropriate for your employees

TO: All Employees

FROM: Human Resources

DATE:

RE: Medical/Dental/Vision Open Enrollment Period

April 25th – May 9th is the annual Open Enrollment period for our group’s medical, dental and vision benefits through the North Carolina Banker’s Association. During this period, you may initially enroll in benefits, change plans, and add or drop dependents without having a qualifying life event. All changes and elections will be effective June 1, 2024.

Employee monthly contributions for the benefit period June 1, 2024 – May 31, 2025 are listed below:

	Medical Plan	Dental Plan	Vision Plan	Vision Plan
	<u> </u>	<u> </u>	<u> (Low) </u>	<u> (High) </u>
Employee Only:	\$	\$	\$	\$
Employee/ Spouse:	\$	\$	\$	\$
Employee/Child(ren):	\$	\$	\$	\$
Family:	\$	\$	\$	\$

(If using employee self-service enrollment this year, add:)

In order to make changes to your current coverage, please go to www.benefitsolver.com and complete enrollment process from April 25 – May 9, 2024. If registering as a new user, enter the Company Key “ncbahbt” (all lower-case).

(If using group administrator enrollment this year, add:)

In order to make changes to your current coverage, you must complete a change form and return it to _____ prior to _____, 2024.