

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

Dear GW Resident:

This document provides important information regarding your current benefit coverage and available options for continued coverage should you leave the University. Your current benefit confirmation statement is available at <https://www.benedetails.com>. Portal ID: 20361

Medical, Prescription, Dental, and F/EAP Benefits

Medical, prescription, dental and EAP coverage terminate at midnight on the last day of the month following the last day of employment. If you receive medical or dental coverage from another source before your coverage ends with George Washington University, your new coverage becomes primary.

CONTACT:

CareFirst	(800) 628 – 8549 or www.hcbo.com
CIGNA	(800) 244-6224 or www.CIGNA.com
CVS/Caremark	(877) 357-4032 or www.caremark.com
Aetna	(877) 238-6200 or www.aetna.com

COBRA

COBRA provides employees and their covered beneficiaries the option of continuing coverage for group health and/or voluntary dental under our group plan for at least 18 months. You will receive information from CONEXIS, our COBRA administrator, officially notifying you of your eligibility for continuation of coverage, along with an application and rate information. If you elect to continue your group coverage under COBRA, you should return your completed application and payments directly to CONEXIS. You will be responsible for paying 102% of the cost of the insurance premium(s).

Contact: CONEXIS (877) 722-2667 / www.conexis.org

Life Insurance

Group Basic Life / Accidental Death and Dismemberment (AD&D)

The group basic life and AD&D plans paid by the University terminate on your last day of employment. You may elect to apply for portability or conversion of the group basic life and AD&D plans within 31 days of termination through UNUM. You will receive a packet of information from UNUM containing portability and conversion instructions. If you're interested in applying for portability or conversion, please review the materials and complete the necessary paperwork. Once completed, please return the documents to UNUM. If you have any questions, please contact UNUM directly.

Contact: UNUM (800) 421-0344 / <http://www.unumprovident.com>

Supplemental Group Term Life / Accidental Death and Dismemberment Insurance (AD&D)

If you elected supplemental group life and/or accidental death and dismemberment (AD&D) for yourself and/or your family, the coverage terminates on your last day of employment. You may elect to apply for portability within 31 days of your termination date. You will receive a packet of information from UNUM containing portability instructions. If you're interested in applying for portability, please review the materials and complete the necessary paperwork. Once completed, please return the documents to UNUM. If you have any questions, please contact UNUM directly.

Contact: UNUM (800) 421-0344 / <http://www.unumprovident.com>

Disability Insurance

Voluntary Short-term Disability

Your short-term disability insurance terminates on your last of day employment. If previously eligible for group short-term disability coverage, you will not be covered for any disability, which arises after your last day of employment with The George Washington University.

Long-Term Disability / Long-Term Disability Buy-Up

Your long-term disability insurance terminates on your last day of employment. If previously eligible for group long-term disability coverage, you will not be covered for any disability, which arises after your last day of employment with The George Washington University.

Retirement

University 401(a) Base and Matching Contributions

All University base and matching contributions are fully vested. They will remain in your 401(a) contracts until you begin distributions. For more information, please contact your investment fund manager(s) directly. As the plan administrator, GW must approve distributions after your last day of employment or retirement. Please note: Fidelity now holds Vanguard funds for the GW retirement plan

Contact: TIAA-CREF (800) 842-2776
Fidelity and Vanguard (800) 343-0860
Equitable (800) 248-2138

Supplemental Retirement Plan Contribution

All Supplemental Retirement Plan contributions are fully vested. Your contributions and earnings (if applicable) will remain with the carriers until you wish to begin distribution. Former employees may be eligible to withdraw or rollover funds after the last day of employment. In the event of cash withdrawal, participants are responsible for any applicable income taxes and penalties for each withdrawal. For more information, please contact your investment fund manager(s) directly. As the plan administrator, GW must approve distributions after the last day of employment or retirement. Please note: Fidelity now holds Vanguard funds for the GW retirement plan

Contact: TIAA-CREF (800) 842-2776
Fidelity and Vanguard (800) 343-0860
Equitable (800) 248-2138

Flex Spending Account

If you are participating in FSA, your coverage will end on your last date of employment. Claims for eligible expenses incurred prior to your last day of employment must be submitted within **120 days** of your last day of employment date. You may continue participation in the health care FSA through COBRA; however, payments including an administrative fee will be on an after-tax basis. The dependent care FSA cannot be continued.

Contact: TaxSaver (888) 829-7287 or <http://taxsaver.mercer.com>
CONEXIS (877) 722-2667 or www.conexis.org

Tuition Remission

If you receive tuition benefit coverage and end your employment during the covered semester, Student Accounts will prorate the benefit and issue a bill for the difference; this includes coverage received by you dependent children and/or spouse. The adjusted benefit is based on your last day of employment and the last day of the examination period of the covered semester, not the last day of class. If you have any questions regarding your adjusted tuition benefit or student account balance, please contact Student Accounts/Colonial Central.

Contact: Student Accounts/Colonial Central (202) 994-9000 or sao@gwu.edu

Legal Resources

If you participated in the legal resources plan, coverage will terminate at midnight on the last day of the month following your last day of employment. You will receive information for continuing coverage from Legal Resources within 45 days of your termination date. If you choose to continue coverage, send your completed election form with payment directly to Legal Resources.

Contact: Legal Resources (800) 728-5768 or
legalresources@legalresourcesva.com

Website: legalresourcesplan.com

Pre-Tax Transportation – SmartTrip/Smart Benefit Vouchers

If you elected any pre-tax transportation benefits, your participation in the benefit will cease on your last day of employment. If you are entitled to benefits for the current or upcoming months, be sure to claim you SmartTrip benefits by the last day of the month to avoid forfeiture. If you are receiving SmartBenefit vouchers, you must pick up your vouchers from the Ticket Master Office. SmartBenefit vouchers will not be mailed.

Contact: Payroll Services (202) 994-7714

Pre-Tax Parking Reimbursement

If you elected the pre-tax parking benefit, your participation in the plan will cease on your last day of employment. Expenses incurred after this date are not eligible for reimbursement. Employees have 90 days from their last day of employment to submit claims; at the end of the 90-day period, unclaimed funds will be forfeited to the plan.

Contact: Payroll Services (202) 994-7714

W-2

Prior to leaving George Washington University, please log into the GWEB info systems and verify your home address so we can be sure your W-2 form is routed appropriately. If you have a change of address, you must complete a W4 federal tax withholding form. You can also submit a W2 Address Change Request form once you have left the University. Both forms can be downloaded from the Payroll website or obtained from Payroll Services located in the Academic Center, Rm. T-101 on the Foggy Bottom Campus.

Contact: Payroll Services (202) 994-6875
<http://financeoffice.gwu.edu/taxpayrollbenefits/payroll/index.html>

Last Paycheck

George Washington University will pay base wages at your hourly rate of pay through your separation date along with any unused accrued leave. If you were advanced leave, it will be deducted from your final paycheck.

Contact: Payroll Services (202) 726-4462

If you have any questions about this notice, please contact the Benefits Help Line at (202) 994-9620 or benefits@gwu.edu

Sincerely,

GW Benefits Administration Department