



GET YOUR DUCKS IN A ROW

Time for a little spring cleaning
with your Company benefits.



SAMPLECOMPANY
1234 AnyStreet Pkwy
Memphis, TN 38138

Spruce up for spring with
your Company benefits!



Need help? Call the benefits hotline
at 888-123-4567, option 1.

SPRING IS FULL OF NEW BEGINNINGS! NOW'S THE PERFECT TIME TO GET ORGANIZED.

Have a major life change coming up?

Qualifying Life Events (QLE) give you an opportunity, outside of Annual Enrollment, to fine-tune your coverage, including the plans you're enrolled in and who you cover.

When you experience a QLE, you have 30 days to make changes that match your new situation. Your updated coverage — including any change in premiums — will be retroactive to the date of the event.

If you're adding a new dependent to your coverage, you'll need to provide basic documentation, like a birth certificate or marriage license. These details are provided when you add your new dependent.

Some of the most common QLEs include:

- Changing your marital status
- Adding child(ren) due to a birth, adoption or new guardianship
- Gaining or losing coverage because of a change in your or your spouse's employment status
- Enrolling in Medicare or Medicaid

Need to get things in order?

Even if nothing's new in your personal life, there's no time like the present to prepare for the unexpected. Make sure your beneficiary designation is up to date! The beneficiaries you list for your various coverages and accounts take precedence over your Will.

Get organized and make sure your assets end up exactly where you want. Confirm your beneficiary designation is up to date for the following TruGreen benefits:



Health Savings Account: Check your account at www.example.com or call **800-123-4567**.



Life and AD&D insurance: Visit www.example.com, click myBENEFITS, then Health Benefits.



401(k): Visit mytrugreen.com, click myTGHR, then Retirement. You can also contact Wells Fargo directly at **800-765-4321** or online at www.example.com.



Start your spring cleaning today!

To make changes to your benefits, review your beneficiaries and get answers to your questions, visit www.example.com, click **myBENEFITS**, then **Health Benefits** or call myTGBenefits at **844-123-4567**, option 1.