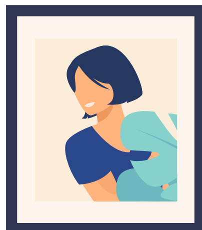
Do you need to change your dependent care FSA deduction?



Dependent care deduction changes can be made with a qualifying life event, including:

- Adoption
- Birth
- Cost change (increase or decrease)
- Daycare provider change
- Death
- Divorce
- Employment change (for the employee or employee's spouse)
- Legal separation
- Marriage
- No longer a dependent

Process:

Complete the Change of Status form included below.

Submit the completed form to BenefitsHelp@aruplab.com.

Questions? Email BenefitsHelp@aruplab.com or call ext. 2282.

Cafeteria Plan Change of Status Form

Please complete this form and email it to: benefitshelp@aruplab.com

1 Personal Information

Employee Name	ARUP Laboratories, Inc. Company Name

Street Address, City, State, Zip

Current Date

Date of Event/Termination

Social Security Number

2 Qualifying Event

☐ Change of Status - List all dependents (including Spouse): i.e. Marriage, Divorce, Death, Legal Separation, Birth, Adoption, No Longer Dependent, Employment Change, Spousal Employment Change, etc.

Full Name	Date of Birth	Relationship	Reason for Change of Status

☐ Change Cost or Provider – Dependent Care — i.e. Change of Day Care Provider, Cost Increases or Decreases

☐ Termination of Employment

3 Change of Benefit

The payday that the new deduction begins:

Date of last payroll deduction (if termination of employment):

	Prior Annual Election Amount	New Annual Election Amount	Frequency of Withholding (weekly, semi-monthly, etc.)
Health Care Expense			
Day Care Expense			

4 Employee Signature/Company Representative Signature

Employee Signature

Date

Company Representative Signature

Date