



REMEMBER: If you are making changes to your plan, please submit all required documentation by November 18, 2022 for the enrollment change to become effective. Only Documentation can be uploaded in your document records in self-service or emailed to benefitsquestions@memphistn.gov. Please contact the Benefits office at 901-636-6800 if you have any questions.

Life Event – Add or Drop

- **Marriage**
- **Divorce**
- **Birth of Child**
- **Loss of Coverage /Job**

Note: Each Life Events requires documentation.

Birth of a child

- **Birth certificate (mother's copy), Social Security number.**
- **We must have the social security number on file.**

Marriage

- **Marriage license**
- **Letter from spouse job (on company letterhead) stating that insurance is not offered.**

Divorce

- **Final divorce decree**

Loss of coverage/Job

- **Separation notice, documentation showing when coverage ends.**

Note: Documentation can be uploaded in your document records in self-service or emailed to benefitsquestions@memphistn.gov
