YOUR 2021 OPEN ENROLLMENT CHECKLIST

**REVIEW YOUR CURRENT BENEFIT SELECTIONS**

☐ Review your current benefit selections in MySelfService. Go to MyChapman and click on the My Benefits tab.
☐ Consider all benefit coverages available that may impact your selection for the upcoming year.

**DOWNLOAD AND REVIEW THE 2021 BENEFITS GUIDE**

☐ Need a refresher on the university plans? Watch the on-demand Benefits, Health Savings Account (HSA), and Voluntary Benefits presentations. This format is designed to offer you greater accessibility and flexibility to review during a timeframe that meets your needs.

☐ Review your current Flexible Spending Account elections vs. your actual expenses to help you decide your contributions for 2021.

☐ Flexible Spending Accounts (FSAs) require annual re-enrollment should you wish to continue these benefits for the upcoming plan year. The 2021 maximum annual election amount is $2,750 for the Healthcare FSA and $5,000 per household for the Dependent Care FSA.

☐ **NOTE:** The age limit for Dependent Care FSA is for eligible dependents under the age of 13 years as per IRS guidelines. Contributions may not exceed $5,000 per household in 2021. Reimbursement request must meet the IRS criteria for qualified dependent care expenses. To review a list of qualified expenses, please contact Discovery Benefits directly.

☐ Review your current Health Savings Account (HSA). HSAs require annual re-enrollment for the upcoming plan year. *Chapman’s contribution will be made in the month you become eligible and have enrolled.

☐ Funding your HSAs: the maximum total combined annual contribution for 2021 is:

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>CHAPMAN*</th>
<th>You</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$750</td>
<td>Up to $2,850</td>
<td>$3,600</td>
</tr>
<tr>
<td>Employee +1 or more</td>
<td>$1,500</td>
<td>Up to $5,700</td>
<td>$7,200</td>
</tr>
</tbody>
</table>

**PREPARE- GATHER REQUIRED DOCUMENTATION**

☐ If you are enrolling a new dependent, spouse, registered domestic partner, or eligible children, you must provide supporting documentation. For example, if you are adding any eligible children, you will provide a birth certificate to our Benefits colleagues. Failure to provide documentation can delay your enrollment.
EXPLORE, MAINTAIN, OR MODIFY

☐ Maintain or change your medical, dental, vision, or voluntary life insurance benefits changes
☐ Add or remove coverage for a dependent (spouse, registered domestic partner, or eligible children)
  ☐ Add social security numbers when prompted
☐ Enroll in or update your Flexible Spending Account (FSA)
☐ Opt out of Chapman’s medical plan
☐ Add or change your life insurance beneficiaries (SSN must be provided prior to Wednesday, November 18 to update in MySelfService. After this date, a form will be required to add SSN for beneficiary information)
☐ If you do not have any changes, please verify and acknowledge that there will be no changes and select SAVE.

OTHER REMINDERS FOR 2021

☐ Set it and forget it! Consider or elect to receive your 1095-C Electronically. See MySelfService, My Benefits
☐ Updates to your personal information? Visit MySelfService, My Personal Information, to make those changes as needed.
☐ To update any payroll forms; such as, income tax withholding or direct deposit forms, please visit the Payroll Forms page.

If you need additional assistance, please contact or set up an appointment to meet with one of our benefits colleagues within Total Rewards! Email the team at benefits@chapman.edu or schedule time with us by emailing:

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