



# BENEFITS BUZZ



Bristol, Lincoln, Monkton, New Haven, Starksboro, Mt. Abe, ANESU

December 2009

## **Blue Cross & Blue Shield:**

January 2010 is open enrollment. Now is your chance to enroll or make changes. If you plan to make any changes to your current plan, I need all completed enrollment forms by December 18, 2009.

Examples of some changes would include enrollment, adding dependents, or switching to another one of the plans. An enrollment form is required for all changes. Please call me to request a form. (July 2010 is the next available open enrollment period.)

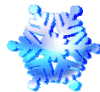


## **Northeast Delta Dental:**

January 2010 is open enrollment. Now is the time to enroll or make changes. An enrollment form is required for all changes and I need all completed forms by December 18, 2009. (July 2010 is the next available open enrollment period.)  
Reminder: There is a maximum \$1,000.00 benefit for each family member enrolled. The plan year starts in July and ends the following June.

## **2010 Plan Year Cafeteria and S-125:**

Please be sure to return all completed forms to me by Wednesday, December 16, 2009. You can view or print the Summary Plan Description on the ANESU Website at [www.mtabe.k12.vt.us/anesu](http://www.mtabe.k12.vt.us/anesu)



## **Employee Assistance Program:**

You and your household members may use this program anytime. There is no direct cost to you for EAP Services. EAP counseling, information, resource and referral information is provided as an employee benefit. For more information contact them toll free at 800-287-2173 or [www.investeap.org](http://www.investeap.org) password VP3021

## **Direct Deposit:**

If you change banking institutions, please be sure to let Payroll know by completing a Direct Deposit Change Form (available on the ANESU website: [www.mtabe.k12.vt.us/anesu](http://www.mtabe.k12.vt.us/anesu)).

## **Health Insurance Buyouts:**

For those of you receiving the health insurance buyout, payroll will issue a separate check/direct deposit on Friday, December 11, 2009.

## **W4 - Employee's Withholding Allowance Certificate:**

2010 is just around the corner, if you would like to make withholding changes you will need to complete a W4 form. Forms and/or instructions are available at [www.irs.gov](http://www.irs.gov) or on the ANESU website. As of yet, the IRS have not released the 2010 W4 form.

## **Address Change:**

Please check the address on your paycheck to make sure it is accurate. If not, you will need to complete a change of address form. (Available on the ANE website: [www.mtabe.k12.vt.us/anesu](http://www.mtabe.k12.vt.us/anesu).)

## **W2 Processing for 2009:**

It is our intent to get these to you as soon as possible. The IRS mandates employers to postmark W2's by January 31, 2010.

**NOTICE: EACH EMPLOYEE WILL RECEIVE THREE COPIES OF THEIR W2'S; YOU SHOULD KEEP A COPY FOR FUTURE REFERENCE. THE DISTRICT WILL CHARGE \$10.00 FOR ANY ADDITIONAL COPIES REQUESTED.**



## **ANESU WEBSITE**

I urge you to check out our Website at [www.mtabe.k12.vt.us/anesu/](http://www.mtabe.k12.vt.us/anesu/) under the Human Resources tab we have provided you with benefit information and several printable forms.

## **OTHER NEWS FROM THE CENTRAL OFFICE.....**

### **Educator License Renewal:**

Reminder to professional staff with educator license expiration of 6/30/10 to submit documentation (photocopy) of renewed certification for your personnel file. Please send to the attn. of N. Bachand.

### **Grade Report Updates:**

Reminder to professional staff to submit grade reports verifying course completion and credits earned. This will allow us to record updated information on your 2010-11 employment contract.

Please contact me with any benefits related questions and contact April Rockwell with any payroll related questions.

Enjoy the holiday season,

*Bobbijo Conner*  
HR Specialist

