



IMPORTANT MEMORANDUM FOR PARTICIPANTS

TO: ALL TEACHERS HEALTH TRUST PARTICIPANTS
FROM: TEACHERS HEALTH TRUST
DATE: OCTOBER 14, 2016
SUBJECT: OPEN ENROLLMENT 2017

Open Enrollment for all participants will begin November 1, 2016. All changes will become effective January 1, 2017. All participants may make changes to their current plan by utilizing the 2017 Online Open Enrollment Tool. Participants may begin utilizing this tool by logging on to www.teachershealthtrust.org on November 1, 2016. For any changes to be effective, you must have your open enrollment completed, including all change forms, no later than November 30, 2016.

If you do not have online access and/or ability to complete the process online, you may contact the Trust Service Department via phone at 702-794-0272 to request a Change Form be sent or e-mailed to you.

If you add any new dependents, you may submit the required documents to the Trust:

- By fax at 702-794-2093;
- By e-mailing to serviceteam@teachershealthtrust.org; or
- By submitting, in-person, to the Trust office.

All supporting required documents (marriage certificates, birth certificates, etc.) must be received by the Trust no later than Friday, December 16, 2016. Any document received between December 17 and December 31, 2016 are subject to a \$100 administration fee. Please note that no supporting documentation for open enrollment will be accepted after December 31, 2016.

The Trust will be providing additional information for the 2017 Open Enrollment beginning October 24, 2016. Please be sure to have your preferred e-mail updated with the Trust or visit www.teachershealthtrust.org regularly for the most up-to-date information.

If you have any questions or require additional information, please contact the Trust Service Department at 702-794-0272 or 800-432-5859 between 7:00 a.m. and 5:45 p.m., Monday through Friday. You may also e-mail the Service Team at serviceteam@teachershealthtrust.org.