



2010 BENEFITS - OPEN ENROLLMENT

OCTOBER 1st through November 13th, 2009

PLEASE READ VERY CAREFULLY – IMPORTANT ENROLLMENT INFORMATION!

Attached are enrollment information and forms for 2010 Benefits. Please take the time to read through this packet. Your response is required no later than November 13th, 2009. Failure to respond will render you ineligible for benefits until October 2010. If you are currently enrolled you must complete the election form if you wish to continue your benefits, drop benefits or change your benefits.

Detailed benefits information concerning our benefit plans can be viewed by visiting www.simplehrbenefits.com for each of the following benefits:

**Guardian Vision - VSP
Symetra Mini-Medical Plans
Allstate Supplemental Benefits
Guardian DentalGuard Preferred Dental
Identity TheftShield and Pre-Paid Legal Services**

★ **This is all you need to do for Open Enrollment 2010:**

- 1. Complete and sign the Annual Open Enrollment Election Form.**
- 2. Complete and sign the Benefit Options Election Form.**
- 3. Complete and sign each application for the benefit you would like to enroll in.**
- 4. Complete the Benefits Deduction Authorization listing all benefit premiums you wish to have deducted from your paycheck.**
- 5. Return all completed and signed applications to Simple HR.**

You can FAX the completed and signed forms and applications to Simple HR at **850-650-9936**, Attention: Benefits.

**Simple HR Benefits Dept
36474B Emerald Coast Parkway
Destin, FL 32541**

For further questions or information, contact Sally LaPierre, Benefits Administrator at 850-650-9935, ext. 37, or view our benefits website at www.Simplehrbenefits.com.

Note: Each Client may also elect to offer additional benefits at your location (401k, healthcare, life insurance, employee assistance program, etc.). Please check with your supervisor.