



WHAT HAPPENS WHEN YOU HAVE AN ADDRESS CHANGE?

If you move to a new address, it is important that you update your address in a timely manner in [Workday](#). Updating your address ensures that you will receive important information such as W-2's, new benefit plan announcements, or benefit statements that are mailed to the homes of team members.

Below is information on how your benefit plans may be affected by your address change.

Medical and Dental

Moving to a new address is a qualified life event **if** it changes your eligibility for your current medical or dental plan. Therefore, if your plan eligibility is impacted, you will be able to enroll in a new medical or dental plan option.

- If the medical and/or dental plan that you are currently enrolled in is not available in your new area, you may enroll in a new plan.
- You will receive a letter (or e-mail if you have a valid e-mail address on file) from the "R" Benefits Service Center advising that you are eligible to elect a new medical and/or dental plan due to your change in address.
- You will have to contact the "R" Benefits Service Center at 1-844-TRU-BENS within 30 days of your address changing to elect a new medical or dental plan. If no action is taken, you will have no coverage until the next Annual Enrollment period or sooner if you experience a Qualifying Life Event.
- If the same medical and/or dental plan options are available to you at your old and new addresses, you are not be eligible to make changes to your coverage.

401(k) Savings and Profit Sharing

- Address changes are sent to [Fidelity](#), the plan record keeper, automatically by daily file transmission after you've made the change in [Workday](#). If you have contacted Fidelity via the "R" Retirement Benefits Line at 1-866-690-4015 and they do not have your new address but your new address is correct in Workday, please contact your Human Resources Benefits Partner.
- An address change will not trigger a change to your 401(k) deductions or loan repayments. You will only see a change to your deductions if you initiate it and in the case of a loan, if you have paid it off. Please contact "R" Retirement Benefit Line immediately at 1-866-690-4015 if your deductions or loan repayments stop. Remember it is your responsibility to insure that your loan repayments are made in accordance with the terms of your loan agreement.

AN AVAILABLE RESOURCE

The **ComPsych® GuidanceResources® Program** provides professional and confidential consulting to you and your family for work and family issues, legal matters, financial issues, addiction and recovery problems, resources for seniors and childcare and any stress-related issues you need help with. Call 1-866-519-8360, or go online to www.guidanceresources.com (Company ID: EAP4TRU).

For questions or comments contact the "R"Benefits Service Center at 1-844-TRU-BENS.