



Open Enrollment 2015-16 Deadlines:

Enrollment Forms/Change Forms: November 12, 2015

Cafeteria 125 Form: November 12, 2015

Tobacco Certification: November 12, 2015

Spousal Certification: November 12, 2015

Waiver Forms (Medical and Dental): November 12, 2015

The above deadlines are set to allow time for processing and mailing of insurance cards to employees. Please adhere to the above deadlines.

If a Botetourt County employee fails to return the Tobacco and/or Spousal Certification Forms for the 2015-16 plan year, the payroll deductions will default to the Tobacco Surcharge and/or Spousal Surcharge.