

**INSURANCE**

Benefits Guide 2011-2012

<http://dbm.maryland.gov/benefits/Documents/PlanYear2012/BenefitsGuide.pdf>

UHR Web Page

<http://www.uhr.umd.edu/benefits/>

C-II Health Subsidy/Direct Enroll info

<T:\Munira\Web content\Nancy\CII Health Info.pdf>

C-II Health Subsidy/Rate Sheet

<T:\Munira\Web content\Nancy\CII Health Subsidy 2011-2012.pdf>

Qualifying Event documentation list

<T:\Munira\Web content\Nancy\Insurance Qualifying Event Information 2011.doc>

Provider Contact Info

<T:\Munira\Web content\Nancy\Benefits Plans Contact Info 2011-2012.pdf>

**INSURANCE FORMS**

Change of address for Benefits\*

<http://dbm.maryland.gov/benefits/Documents/HBForms/PersonalInfoChangeForm.pdf>

Beneficiary forms:

-Life insurance (state offered MetLife)

[http://www.uhr.umd.edu/documents/Metlife\\_Insurance\\_Beneficiary\\_Form.pdf](http://www.uhr.umd.edu/documents/Metlife_Insurance_Beneficiary_Form.pdf)

-Life insurance (university offered UNUM)

[http://www.uhr.umd.edu/documents/Unum\\_Life\\_Beneficiary\\_Form\\_2008.pdf](http://www.uhr.umd.edu/documents/Unum_Life_Beneficiary_Form_2008.pdf)

-Personal Accident & Dismemberment (PA&D)

[http://www.uhr.umd.edu/documents/Metlife\\_Add\\_Beneficiary\\_Form.pdf](http://www.uhr.umd.edu/documents/Metlife_Add_Beneficiary_Form.pdf)

Med/Vision Claim Forms

-BC/BS (same for both medical and vision)

<http://www.carefirst.com/statemd/attachments/CUT5803.pdf>

-United (vision only)

<http://stateofmaryland.welcometouhc.com/files/files/Vision%20Form.pdf>

-Aetna (list of providers)

[http://www.aetnamd.com/pdf/2011\\_aetna\\_discount.pdf](http://www.aetnamd.com/pdf/2011_aetna_discount.pdf) (vision: page 3)

**RETIREMENT**

*State Pension SRPS:*

SRPS Benefits Handbook

<http://www.sra.state.md.us/Participants/Members/Downloads/Handbooks/BenefitHandbook-Emp-Pen.pdf>

Contact Info for SRPS:

<http://www.sra.state.md.us/Contact/Default.aspx>

*ORP:*

Optional Retirement Programs

[http://www.uhr.umd.edu/benefits/retirement\\_orp.cfm](http://www.uhr.umd.edu/benefits/retirement_orp.cfm)

Contact Info ORPs: TIAAA/CREF and Fidelity

[http://www.uhr.umd.edu/benefits/retirement\\_optional.cfm](http://www.uhr.umd.edu/benefits/retirement_optional.cfm)

How do I know which Retirement Plan I am in? (link to Word document)

<T:\Munira\Web content\Nancy\How to tell which retirement plan.docx>

Supplemental Retirement Plans

[http://www.uhr.umd.edu/benefits/retirement\\_supplemental\\_plans.cfm](http://www.uhr.umd.edu/benefits/retirement_supplemental_plans.cfm)

Supplemental Retirement Contacts

[http://www.uhr.umd.edu/benefits/retirement\\_supplemental.cfm](http://www.uhr.umd.edu/benefits/retirement_supplemental.cfm)

## **RETIREMENT FORMS**

*State Pension SRPS:*

Form 4 - Beneficiary form

[http://www.sra.state.md.us/Participants/Downloads/Forms/Form\\_4.pdf](http://www.sra.state.md.us/Participants/Downloads/Forms/Form_4.pdf)

Form 9 - estimate of service retirement

[http://www.sra.state.md.us/Participants/Members/Downloads/Forms/Form\\_9.pdf](http://www.sra.state.md.us/Participants/Members/Downloads/Forms/Form_9.pdf)

*ORP:*

For Beneficiary form, contact your specific vendor (TIAA-CREF or Fidelity).

[http://www.uhr.umd.edu/benefits/retirement\\_optional.cfm](http://www.uhr.umd.edu/benefits/retirement_optional.cfm)

## **TUITION REMISSION**

UHR Tuition web page

[http://www.uhr.umd.edu/benefits/tuition\\_090409.cfm](http://www.uhr.umd.edu/benefits/tuition_090409.cfm)

Tuition Remission Staff Letter Winter-Spring 2012

<T:\Munira\Web content\Nancy\Tuition Remission Staff Letter-Winter-Spring 12.doc>

ARES-ELF instructions

<T:\Munira\Web content\Nancy\Instructions for Electronic Tuition Remission Forms.doc>

## **TUITION REMISSION FORMS**

ELF/Electronic Form (for UMCP campus only)

<http://ares.umd.edu/Elf/Elf.html>

Paper Form (all other institutions including UMUC)

[http://www.uhr.umd.edu/benefits/benefits\\_forms.cfm#8](http://www.uhr.umd.edu/benefits/benefits_forms.cfm#8)

## **MISCELLANEOUS FORMS**

Change of address for Benefits\*

<http://dbm.maryland.gov/benefits/Documents/HBForms/PersonalInfoChangeForm.pdf>

Change of address for Payroll\* (Use BLACK INK)

<http://compnet.comp.state.md.us/Central Payroll Bureau/CPB Static Files/Payrollform.pdf>

\*\*W-4 (Use BLACK INK)

<http://compnet.comp.state.md.us/Central Payroll Bureau/General Information/Forms/>

\*For change of address, both Change of Address for Benefits and Change of Address for Payroll forms must be completed. \*\*If new state or county, W-4 must also be completed.

**OTHER**

SECU

<https://www.secumd.org/html/index/index.cfm>

UBS

<http://www.ubs4cars.com/>

Cell phone discounts

<http://cellular.umd.edu/>

Computer discounts

<http://www.oit.umd.edu/techstore/index.html>