Print

Human Resources: Forms & Resources

General

2015 Benefits Program Enrollment/Change Form (pdf)
One form to enroll in most benefit programs for employees working 20+ hours per week.

Affidavit of Domestic Partnership for Benefits Eligibility (pdf)
Required to add your Domestic Partner to coverage.

Statement of Termination of Domestic Partnership (pdf)
Required to discontinue your Domestic Partner's coverage.

Employee/Spouse Work Verification Form (pdf)
» Download alternative format - MS Word

Retirement

Beneficiary Form for 403(b) Defined Contribution Retirement Plan (pdf)
Use this form to change beneficiary information for your 403(b) Defined Contribution Retirement Plan with *Transamerica*.

Beneficiary Form for Defined Benefit Retirement Plan (pdf)
Use this form to change beneficiary information for your Defined Benefit retirement benefits.
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Retirement Estimate Request Form (MS Word)
Use this form to notify Human Resources of your actual retirement date or to request an estimate of your retirement benefit under the Defined Benefit Plan.

Health/Dental

BCBS-MA Fitness Benefit Reimbursement Form
Application for up to $150 annual reimbursement for health club/gym membership.

2015 Health Care Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) Reimbursement Form
Health Equity application for reimbursement of qualified expenses from flexible spending accounts or health reimbursement accounts.

2015 Health Savings Account (HSA) Reimbursement Form
Health Equity application for reimbursement from HSA accounts.

Affidavit of Tax Dependent Status (pdf)
Required for children over age 19 to determine tax dependent status.

Child/Dependent Care

Dependent Care Reimbursement Form
Use this form to get reimbursed for dependent care services.

DC-FSA Worksheet
Use this form to determine how much to deposit into your Dependent Care Assistance Program (DCAP).

DCS Spouse Work Verification

Child/Dependent Care Enrollment Form (pdf)
Use this form to enroll in the Dependent Care Reimbursement Plan (DCAP)/Dependent Care Subsidy.

Loan Applications

Employee Education Assistance
Application for employee education tuition reimbursement.

Application Form for Personal Computer Loan (pdf)
The Institution offers interest-free loans from $300 to $2,500 for the purchase of a personal computer.

Application Form for Tuition Loan for Children of Employees (pdf)
If you are a regular full-time employee at the Institution, you are eligible for an interest-free loan for the higher education of your children or legal dependents.
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Related Resources

Blue Cross Blue Shield of Massachusetts

Blue Cross Blue Shield Association
General Blue Cross Blue Shield information includes PPO provider directory (useful for out-of-New England members), list of international hospitals (with address and phone numbers).

Delta Dental of Massachusetts

Last updated: November 3, 2014

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