



Employee Acknowledgement Form

You are responsible for familiarizing yourself with your benefit options:

- Health Insurance
- Pre-tax Health Insurance Benefits (Section 125 Plan)

Your signature is required on this form before your agency can process your benefit elections. Please sign, date and return this form to your GIC Coordinator after you have reviewed the *Benefit Decision Guide*. (Or for visually impaired employees, have listened to the BDG audiotape.)

I hereby acknowledge that I have reviewed the most recent *GIC Benefit Decision Guide* before I made my benefit elections.

Name: _____
(Please print)

Signature: _____

Social Security Number: _____

Date: _____

*Employee: Return this signed form to Donna Keohane with your benefit elections.
GIC Coordinator: Retain original signed form in employee's personnel file.*