

The Pre-Tax Plan allows you to pay for your share of benefit payments with pre-tax dollars. If you are enrolled in a Flexible Spending Account Benefit Plan, you must participate in the Pre-Tax Plan. Once a benefit year begins and the first contribution has been deducted from your paycheck, IRS regulations prohibit employees from joining or dropping out of the Pre-Tax Plan. You may make your Pre-Tax Plan election as a new employee or change your election during the Annual Change period (held typically between September and October of each year). If your Pre-Tax Plan change is requested during the Annual Change period, it will become effective January 1 of the following plan year.

You may change your Pre-Tax Plan enrollment by completing and submitting this form to the Health Care and Benefits Division. Forms may be sent through the U.S. Postal Service or through the State of Montana (deadhead) mail service, hand-delivered to 100 N. Park, Suite 320, faxed to 406-444-0080 or scanned and emailed to [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov).

**Employee Information**

Employee Name	Date of Birth
Employee ID	Phone Number

**PRE-TAX PLAN**

- Yes, I want my deductions withheld on a pre-tax basis
- No, I want my deductions withheld on an after-tax basis. I acknowledge that I will not be eligible to participate in the State of Montana Flexible Benefit Plan.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_