

# Employer Plan Year/Policy Year Change Request Form

(For non-Transitional Relief states and/or plans, as well as all 51-100 plans in CA, CO, and OR)

This Certification and Notice is to be used by a UnitedHealthcare customer to inform us of a change in its Plan Year and to notify us of its intent to renew an existing policy in order to align the coverage with the new Plan Year.\*

## Part I: Certification of Plan Year Change

This is to certify to UnitedHealthcare that our group health plan has taken all necessary actions to change its Plan Year to a new twelve (12) consecutive month period as indicated below.\*\*

New Plan Year effective date: \_\_\_\_\_

Signature of Group Policy Holder \_\_\_\_\_ Date \_\_\_\_\_

## Part II: Notice of Early Renewal

This is to certify to UnitedHealthcare that our group health plan's intent to renew its existing group coverage prior to the normal termination date.

UnitedHealthcare and group health plan will have all the same rights and obligations on the early renewal date noted below as with any other renewal.

I understand that if the subscriber or family deductibles under my coverage accumulate on a non-calendar basis, any such amounts will be forfeited on the date of Policy Year change, absent an express carry-forward provision in the policy.

Early Renewal Date: \_\_\_\_\_

Signature of Group Policy Holder \_\_\_\_\_ Date \_\_\_\_\_

Customer Name \_\_\_\_\_ Customer ID # \_\_\_\_\_



\* Plan Year is the twelve consecutive month period of time under which the Plan is maintained and is determined by reference to your plan document.

\*\*For employer groups with 50 or more full-time employees, including full-time equivalents (IRC counting methodology for the relevant counting period) a change to Plan Year to a later calendar date may not comply with all IRS requirements for employer shared responsibility "transitional relief" and "safe harbor" requirements, which may result employer shared responsibility provisions applying on an accelerated basis. Employer groups should consult their legal counsel or tax advisor for more information on impact of any changes.