

Membership Notification Letter

To: _____

From: _____

Date: _____

RE: Your membership in the Montana VEBA HRA Group - _____

The Montana VEBA HRA Group - _____ is effective _____ - _____.

This letter serves to notify you that recently you: (Choose one).

- Became eligible for retirement benefits administered by the Montana Public Employees Retirement Administration. Because your retirement eligibility occurred while this group is effective, you became a new group member and will be a participant if you separate from service during the effective dates for the group. You are also eligible to vote in the upcoming annual election, _____.

- Were hired into a Montana VEBA HRA eligible job position. Because your hire date falls between the effective dates for this group, you are a new group member and will become a participant if you separate from service when the group is effective. You are also eligible to vote in the upcoming annual election, _____.

The Montana VEBA HRA is subject to IRS laws that require any eligible employee to become a group member, even if the employee did not vote or voted no. An employee cannot make an individual decision to join (or not) a group when separating from service.

The current group structure is a contribution of _____. All members in your current group structure are required to convert unused choose sick leave OR sick & vacation leave into a tax-free Health Reimbursement Account when you separate from State of Montana employment while a VEBA is in effect. If you should separate employment when the group is effective, the Department will create an account that you may use to pay for you, your spouse's and your qualified dependents' eligible healthcare expenses.

Each year, you and the other group members will have the opportunity to vote to keep the Montana VEBA HRA group structure as is, change the structure or disband the group. If the group is disbanded, you and your coworkers can vote at any time to establish a new group.

Your vote is important because your vote can change the outcome for a group! The outcome of a group is determined by a majority vote of the submitted ballots.

If you have any questions, please contact _____ at _____.

