



PERSONNEL DIVISION

January 27, 2012

Richard Gardner
[REDACTED]

Dear Richard Gardner:

To assist you in your transition from your employment, we have listed the various payroll deductions you may have had and what you need to so do transfer them:

Health Coverage – Your health coverage will stop at the end of the pay period in which you terminate. You will receive notice by mail from FSAI of your right to continue your coverage (COBRA). 1-800-226-3155 X2312

Group Term Life Insurance – The County provided group term life insurance equal to your annual salary. If you wish to convert this life insurance to a whole life policy, please contact Personnel within 5 days of receipt of this notice. You have 30 days to notify the company from your date of termination. 1-877-320-0484

Voluntary Term Life Insurance – If you purchased extra life insurance for yourself, spouse and/or your children, you can convert this policy to whole life. If you wish to convert this life insurance to a whole life policy, please contact Personnel within 5 days of receipt of this notice. You have 30 days to notify the company from your date of termination. 1-866-293-6047.

Cancer Insurance/Heart/Stroke/Critical Illness – If you purchased supplemental cancer, Heart or Critical Illness insurance and wish to continue that coverage, please contact the Allstate Insurance directly. 407-342-3728

Computer Purchase Program – Upon termination, for any reason, the remaining amount owed to the County shall be deducted from any funds due to you. Any balance thereafter shall become immediately due and payable.

Deferred Compensation – Contact Nationwide Retirement Solutions regarding transfer of your funds into a qualified deferred compensation plan. 1-877-677-3678

Flexible Spending Account – If you have a flexible spending account, the monies in the account that you have contributed to date will remain available to you for qualified reimbursements for out of pocket medical expenses **incurred up to the date of termination**. You have until March 31 of the following year to file claims. You can also elect to extend your Medical FSA election through COBRA, and therefore extend the eligible service date for which you can incur expenses. 1-800-647-3709

Florida Retirement System - Your time in service is transferable to another agency participating in the FRS program. If you are in the investment program, please contact FRS directly. 1-888-738-2252

Sincerely,

Lynn Doughty
Benefit Specialist