



PETL BENEFITS REMINDERS (Please Post)

Claims Deadline for 2010/11 Benefit Year

August 31, 2010 was the last day to incur claims to be covered in the 2010/2011 benefit year (September 1, 2010 to August 31, 2011). Any claim forms and receipts from the 2010/2011 benefits year that were not submitted to Great-West Life prior to August 31, 2011 **must now be received by OTIP no later than November 30, 2011** in order to be eligible for reimbursement. Members are reminded to always keep a photocopy of all receipts and forms for their own records.

Questions about claims or health and dental coverage can be directed to OTIP at:
Toll free at 1-866-783-6847

The mailing address for OTIP is:

OTIP Benefits Services
125 Northfield Drive W., PO Box 218
Waterloo, ON N2J 3Z9

Making Changes to Benefits Coverage:

Members are reminded that they can make changes to their benefits coverage when they experience a change in percentage of work assignment (e.g. change from a 0.5 position to a 0.8; 0.2 to 0.6; 0.8 to 1.0) and when they experience a lifestyle change (e.g. birth/adoption of a child, common-law qualification, marriage, etc.). **However, members are reminded that they have 31 days after these events to inform OTIP (1-866-783-6847)** of this change for benefit purposes. After that time, late entrant requirements and restrictions will apply. If you have not informed OTIP of these changes, please contact them immediately.

Overage Dependant Coverage:

Members with overage dependants attending post secondary institutions in 2011/12 are reminded that they must complete the Overage Dependant Coverage form every year that the student(s) is enrolled in the post secondary institution. If you have not already submitted the form to OTIP this year, you should contact **OTIP (1-866-783-6847)** or visit the website www.otipservices.com to obtain a copy of the Overage Dependant Coverage form and to ensure that their overage dependant(s) have coverage.

Members Returning from/Going on a Leave of Absence:

Members are reminded that they should contact OTIP (**1-866-783-6847**) when they are returning from a leave of absence or before going on a leave of absence to ensure that their benefits coverage is correct.