Retirement Insurance Benefit Enrollment

Enrollment Deadline

The Retiree Insurance Enrollment Form must be completed and submitted to Human Resources within 30 days of retirement unless submitted prior to the retirement date. The enrollment form may be sent to Human Resources in any one of the following ways:

Fax: (254) 710-3819
Email: askHR@baylor.edu
Mail: Baylor University, Human Resources, One Bear Place 97053, Waco, TX 76798-7053.

Termination of Coverage

Retiree

Coverage for dental and supplemental life insurance* benefits will terminate upon the earliest of the following dates:

- The period for which the retiree fails to make any required Plan contribution.
- Retiree requests to cancel Plan.
- Death of Retiree.
- The date this Plan is terminated by Baylor University.

*Grandfathered Retirees will continue to receive the employer provided life insurance benefit at the reduced retiree level.

Dependent (Spouse and Children)

Dental insurance benefits shall immediately terminate upon the earliest of the following dates:

- The period for which the Retiree fails to make any required Plan contribution on behalf of the Dependent.
- The last day of the month in which the Dependent ceases to be an eligible Dependent as defined in the Plan.
- Until the last day of the month in which the dependent child reaches age 26.
- The date this Plan is terminated by Baylor University. Coverage terminates at the end of the month in which the coverage is cancelled.

Coverage for partial months is not available through Baylor’s insurance plans.
Important Contacts

Baylor University Human Resources, Phone: 254.710.2000, Website: http://www.baylor.edu/hr
  - General benefit questions
  - Change to life insurance beneficiaries
  - Address change
  - Life status change (i.e. marriage, divorce, birth, adoption, death of dependent)

Social Security Administration, Phone: 800.772.1213, Website: http://www.ssa.gov
  - Change of address
  - General Medicare Part A or B eligibility or premiums

Medicare Help Line, Phone: 800.633.4227, Website: http://www.medicare.gov
  - Request new ID card
  - Ordering Medicare publications
  - General Medicare information

Via Benefits, Phone: 855.881.7875, Website: https://my.viabenefits.com/baylor
  - Licensed Benefits Advisors
  - Medical, Medicare prescription plan enrollments
  - Health Reimbursement Accounts administration
  - Customer service

BCBS Medicare Supplements, Phone: 888.731.0415, Website: https://www.bcbstx.com/medicare/medicare_supplement_options.html
  - Review medical claims
  - Confirm membership
  - General information

CIGNA Dental Plan, Phone: 800.244.6124, Website: http://www.cigna.com
  - Review dental claims
  - Confirm membership
  - General information