



2013 BENEFITS

THERE'S NO PLACE
LIKE HOAG

IT'S THE TIME OF YEAR TO UPDATE YOUR PERSONAL INFORMATION AT HOAG.

We don't always remember to update our change in marital status, phone numbers and home addresses with our employer, but it's important for many reasons.

Life changes that occur:

- New Home Address
- Changed your home phone number
- Had a change in your marital status
- Had a baby
- Changed your legal name
- Changes to your emergency contact

Why is it important to keep your personal information current?

1. Payroll mails your annual W-2 forms to your most recent address
2. Cigna Healthcare insurance carrier – communicates important benefit information or changes, and sends updated insurance cards through the mail
3. Prudential – 401(k) record keeper sends quarterly and year-end tax statements
4. Prudential's on-line beneficiary designation requires an updated marital status
5. Hoag/HR Benefits Administration sends open enrollment materials directly to your home
6. In the event of an emergency, your supervisor will have quick access to assist you by reaching your emergency contact.

Please follow the attached easy, step-by-step instructions to update your information.