

## OTHER ELIGIBLE INDIVIDUAL (OEI) DESIGNATION FORM

Under the Other Eligible Individual (OEI) program, a benefit-eligible CMU employee may designate **one (1)** Other Eligible Individual (OEI) who will be eligible for designated benefit coverage, providing ALL of the following eligibility criteria are met:

- The OEI currently resides in the same residence as the employee and has done so for the last 18 continuous months, and is not a tenant; AND
- The OEI is not a spouse under Michigan law, dependent as defined by the IRS, in-law or step-relative of the employee; AND
- The OEI is not eligible to inherit from the employee under the laws of intestate succession in the State of Michigan.

Children of an employee's OEI may be eligible for designated benefit coverage provided they satisfy the benefits eligibility criteria. For further details, click [here](#).

Eligibility to continue coverage for an OEI ceases on the date the above criteria are not met. Employees must immediately notify the Benefits and Wellness office of a change in eligibility status.

Examples of individuals do **not** fall within the benefit eligibility criteria for this program:

- Spouse
- Children and their descendants (i.e. children, grandchildren)
- Parents
- Parents' descendants (i.e. siblings, nieces, nephews)
- Grandparents and their descendants (i.e. aunts, uncles, cousins)
- Renters, boarders, tenants, etc.
- In-laws (parent-in-law, son-in-law or daughter-in-law, brother or sister-in-law, etc.); step relative (stepmother, stepfather, stepsibling, stepchild, etc.)

### **Other Important Information About The Other Eligible Individual (OEI) Program**

- There are tax implications of adding an OEI to your benefits. The IRS regulations required the University to tax the fair market value of the University-provided benefits for an OEI and his/her dependents. The value of the benefits for your OEI received will be counted as taxable income and will result in an increase in the amount of taxes you pay.
- There is a difference between **registering** your OEI to become eligible for benefits and **enrolling** your OEI in benefits. You may register an OEI who meets all eligibility requirements at any time by completing this form. You can only enroll OEIs in your benefits at certain times, including annual open enrollment period, within 30 days from your date of hire or within 30 calendar days of experiencing a qualified status change event.
- Completing this form does not automatically enroll your OEI in benefits. After you complete this form, you will need to take additional steps to enroll your OEI in benefits. If enrolling an OEI when initially eligible for benefits or during open enrollment, you will need to complete the online enrollment process. If enrolling an OEI due to a qualified status change event, you must complete and return the Status Change Request form to the Benefits & Wellness office.

## OTHER ELIGIBLE INDIVIDUAL (OEI) DESIGNATION FORM

### Employee Information

Employee Name: \_\_\_\_\_

Employee Campus ID: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Other Eligible Individual (OEI) Information

Name (First, Last): \_\_\_\_\_ Relationship:  OEI  Child of OEI

Gender:  Male  Female Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Certification & Signature

Please initial each of the below statements and sign and date the form below.

\_\_\_\_\_ I certify the person named above meets the OEI eligibility criteria as described on page 1 of this form.

\_\_\_\_\_ I understand that any information falsified on this document may result in discipline up to and including termination from employment.

\_\_\_\_\_ I understand that OEI benefits are taxable and I will be responsible for paying the taxes associated with any benefits in which I choose to enroll my OEI.

\_\_\_\_\_ I understand that I can only enroll my OEI during the University's open enrollment period (unless I am a new hire or experience a qualifying status change event).

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Please return this form to: Central Michigan University Benefits & Wellness Office  
108 Rowe Hall  
Mt. Pleasant, MI 48859  
Email: [benefits@cmich.edu](mailto:benefits@cmich.edu)  
Fax: (989) 774-1058

Questions about the OEI program and enrollment, contact the Benefits & Wellness office at (989) 774-3661 or [benefits@cmich.edu](mailto:benefits@cmich.edu).