

IN ADDITION:

1. You will need to complete the appropriate benefit form(s) based on your qualifying event by going to the following website:

<http://hr.osu.edu/events>

2. Be sure to complete an updated W-4 Form (employee withholding allowance) available at:

<http://hr.osu.edu/forms/W-4.pdf>

For questions regarding Family Event changes, please contact The Ohio State University Benefits Office at:
1-800-678-6010 or 1-614-292-1050.