

## SPOUSAL SURCHARGE

The Village of Bald Head Island will charge employees who cover their spouses under our group benefits plan a surcharge if the spouse is eligible for coverage through his/her employer and does not take the coverage. The surcharge amounts are as follows:

Medical	\$201.15
Dental	\$ 12.04
Vision	\$ 2.22

In certain instances, an employee may have the spousal surcharge removed. We require documentation from the employee and removal of the surcharge can occur anytime during the year. Removal is on a prospective (going-forward) basis only and no refunds will be made for previous health deduction premiums.

All requests must be submitted on a "Removal of Spousal Surcharge Affidavit" and employees must submit the appropriate documentation as listed below:

- **Spouse is employed but is not eligible for or not offered health benefits through the employer:** A letter, on the employer's letterhead with an employer contact person's name and phone number that states spouse's name and that spouse is not offered health benefits is required.
- **Spouse is not employed and not covered under any other health coverage:** A copy of the prior year's federal tax return (with financial information blocked out) showing unemployed status is required. If recently unemployed, a signed, notarized statement giving the name of spouse and attesting that spouse is currently unemployed and not covered under any other health coverage.

### Steps to Remove Surcharge

1. Employee must complete the "Removal of Spousal Surcharge Form" and attach the corresponding documentation.
2. Employee submits the signed affidavit and appropriate documentation to Human Resources (HR).
3. HR receives the form and documentation; reviews to determine appropriate documentation is attached.
4. Payroll changes the deduction in its system.
5. Once surcharge has been removed, it will be reflected in the next pay period.