

# SPOUSAL SURCHARGE FORM

## OPEN ENROLLMENT

### **“Do I need to complete the Spousal Surcharge Form again?”**

**Only complete the Spousal Surcharge Form this year if:**

- You are adding your spouse to your insurance coverage (they are not currently on your insurance coverage)**
- Or you are changing your current Spousal Surcharge election**

The form is located in the Open Enrollment task in Workday. Go to “Enroll” in Spousal Surcharge and click the link on the bottom right-hand corner.

The spousal surcharge election is **required** in the Workday Open Enrollment process, even if you do not have a spouse on your health plan.