NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑯᓴᓇᔨᑦᑯᑯ ᐃᑲᔪᓯᐊᖅᑖᕈᑎᒋᕙᒃᑕᖏᓐᓄᑦ ᐱᔨᑦᓯᕋᖅᑏᑦ

MEMO

To: Northern Employee Benefits Services Employer Members
From: Northern Employee Benefits Services
Date: Monday, October 18, 2021
Subject: End of Year Changes

Please note that we will be completing the December 2021 Premiums invoices the week of November 15, 2021. We request that you review the invoices prepared October 15, 2021 for November 2021 Premiums to ensure the employee data is accurate and matches the employer's payroll records.

Common changes in employee status are:

- Terminations
- Starting an approved leave
- Returning from an approved leave
- New Hires
- Salary changes

All forms to make information changes can be found at www.nebsnorth.com by hovering over "Members" and clicking on Forms.

We request that any changes to be faxed to the NEBS Office at (867) 873-5801 or emailed to Cassandra Cassoway cassandra@nebsnorth.com and Sylvie Savoie sylvie@nebsnorth.com, no later than 12:00 PM Mountain Standard Time, Monday, November 15, 2021. Please ensure all originals are mailed to the NEBS Office as well.

If you have any questions or concerns, please do not hesitate to contact our office at (867) 873-4965.

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