NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑯᓴᓇᔨᑦᑯᑯ ᐃᑲᔪᓯᐊᖅᑖᕈᑎᒋᕙᒃᑕᖏᓐᓄᑦ ᐱᔨᑦᓯᕋᖅᑏᑦ

MEMO

To: Northern Employee Benefits Services Employer Members
From: Northern Employee Benefits Services
Date: Friday, October 16, 2020
Subject: End of Year Changes

Please note that we will be completing the December 2020 Premiums invoices the week of November 16, 2020. We request that you review the invoices prepared October 15, 2020 for November 2020 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 Rebecca Masongsong rebecca@nebsnorth.com, no later than 12:00 PM Mountain Standard Time, Monday November 16, 2020. 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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