



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Flexible Benefits Plan

UPDATE

Date: February 17, 2004

- Change in Benefit Election Forms
- 2002/2003 Plan Year Account Balances

To: Participating Member Schools

From: Brian C. Meekhof, Benefits Administrator

Change in Benefit Election Forms

If you have an employee who wishes to make a change in benefit election amounts:

1. Use your Administrative Manual to verify that the change is permissible under IRS regulations by reviewing pages 1-6 and 1-7. More information can be found in Exhibit N under Tab 3.
2. The employee must complete a Change in Benefit Election form – not an Enrollment form. Be sure to provide the type and date of change.
3. The Change in Benefit Election form must be completed within 30 days of the change in status.
4. Forward the form to the CSI Benefits Office by fax at (616) 301-2149.

2002/2003 Plan Year Account Balances

Attached is an Employee Account Balance report showing remaining balances for the 9/1/02 to 8/31/03 Plan Year. Our records indicate that there were no forfeitures for your school.

If you have any questions, please feel free to contact CSI at (616) 957-1070 or (800) 635-8288, ext. 267 or EBS at (800) 325-7477.

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No. 44