



Archdiocese of St. Louis

Employee Wellness Form

Benefit eligible employees, with at least one year of service and either working a minimum of 1,000 hours annually or a teacher with a half-time or more contract, may annually complete one of the following in order to receive an Archdiocesan paid, \$250.00 contribution to their Archdiocese of St. Louis sponsored 403(b) retirement plan:

A. Receive an annual wellness exam with your physician of choice between May 1, 2017 and April 30, 2018 and submit this form to H&H Health Associates. The deadline for H&H to receive this form is May 7, 2018.

OR

B. Participate in the Archdiocesan paid, confidential H&H Health Associates health screening between May 1, 2017 and April 30, 2018.

IMPORTANT NOTES:

- Participation in the health insurance plan is not a requirement to be eligible to receive the \$250 retirement contribution.
- Religious sisters, brothers, and priests are not eligible to receive the \$250 retirement plan contribution; however, they are eligible for an annual Archdiocesan paid H&H health screening.
- If you were hired on or before May 1, 2017, and have been working either a minimum of 1,000 hours annually or a teacher with a half-time or more contract, you have fulfilled the one year of service requirement.
- If you receive an H&H health screening, you do not need to submit this form.
- The \$250 retirement plan contribution will be processed on or near June 30, 2018, if you completed the above criteria.

Employee Instructions: Please fill out all requested information. (please print)

Employee Last Name: First Name: MI: Date of Birth: (mm/dd/yy) Last 4 Digits of SSN:

Home Street Address: Phone #

City: State: Zip Code:

Name of Parish, School, or Agency Employer: Your Email Address (optional):

CERTIFICATION: I certify that I received an annual wellness exam with my physician on the date noted below. I understand that if I provide false information, it may lead to disciplinary action.

Your Physician's Name: (Physician is not instructed to sign this form) Date of Physician Exam: (mm/dd/yy)

Employee Signature: Date: (mm/dd/yy)

Questions? Please contact the Archdiocesan Office of Human Resources at 314.792.7546, email to benefits@archstl.org or the Archdiocesan website at <http://archstl.org/hrpp/page/wellness-programs-information>.

Employee Instructions: This completed and signed Employee Wellness Form should be sent to H&H Health Associates. Email is the recommended method of delivery so that you have proof of sending the form.

Mail: H&H Health Associates 3660 South Geyer Road Suite 100, Laumeier III St. Louis, MO 63127 Attn: Archdiocese Wellness	Fax: To H&H Health Associates at 314.845.8087 To verify receipt of fax you can call 314.845.8302 Regarding: Archdiocese Wellness	Email: To H&H Health Associates at nurses@hhhealthassociates.com Subject: Archdiocese Wellness
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