



Employee Contact Info and Benefits Package Summary

To Our Valued Employees,

LENCO management has created this packet to keep all employees up to speed on what insurance-related benefits are available, and to ensure that the LENCO office is able to keep up-to-date contact information on file for all employees. Attached you will find an employee contact information form, followed by a summary of the current insurance-related benefits available.

What All Employees Need to do Next!

- Fill in all requested information on the Employee Contact Info Form, and send it to the Buffalo Office (either bring to Buffalo Office if at Buffalo, give to manager to be put into transfer box if at North or Kenmore, or, email to Lencosp44@Lencobuffalo.com) **within 10 days of receiving the packet.**
- Fill in the Unum Beneficiary Designation Form (full-time employees) and send it to the Buffalo Office **within 10 days of receiving the packet.**
- If you are a full-time employee and wish to enroll in one of our health insurance plans, you must request, fill out, and send in an application **within 10 days of receiving the packet.**
- If you wish to enroll in our dental and vision coverage, please go to <https://www.fjmbenefitsadvisors.com/lenco-lumber.html> and fill out the “Contact Me” section at the bottom of the page. This can be done at any time.

*** Note: If the Buffalo Office does not receive a health insurance application from an employee that is not currently enrolled in a plan with LENCO, then LENCO will assume that the employee has declined coverage. If an employee is already enrolled in a plan with LENCO and does not take any action, their plan will stay the same and they will stay enrolled.

*** Note: If an employee goes without health insurance for 30 days from any carrier, the enrollment period for LENCO plans will occur annually starting June 1st.

*** Note: An employee can switch health insurance coverage at any time so long as they have not gone without health insurance for 30 days.

*** Note: If an employee has changes to their contact info page, LENCO asks that the employee submit the changes in writing to the Buffalo Office so that all information can be kept current.

Take Some Time and Ask Questions if Needed!

Please take the time to fill out all the paperwork needed as soon as possible, and please don't hesitate to reach out with any questions.

Questions are best directed to Stephen P.H. Coppola ("Steve Jr.") at Lencospc44@Lencobuffalo.com

Thank you for being a part of the Len-Co Team!

Stephen P.H. Coppola ("Steve Jr.")