*[Company Name]* would like to announce the addition of a new voluntary benefit program, **Employee Choice**. This benefit, administered by BenefitEd, allows eligible employees more opportunities to utilize company match funds that are traditionally only matched toward a retirement plan. Employees can contribute toward their retirement plan as well as contribute toward their student loan(s), through payroll deduct, then receive company match. The match calculations will follow the existing retirement match plan. Matching *[Match Plan].* Retirement plan contributions will be matched first, through [*Retirement Plan Provider]*, before any match is made toward a student loan(s).

Employees enroll with BenefitEd to elect their payroll deduction(s) and register their student loan account information. Student loans registered must be in the name of the employee. *[Company Name]* will then execute the payroll deductions then send those funds and any matching funds to BenefitEd to send directly onto the student loan servicers. All retirement plan payroll deductions and matching will be made by *[Company Name],* as normal through *[Retirement Plan Provide*r]. Please note that any retirement plan election or changes to a current election must be made directly with *[Retirement Plan Provider]* to be executed on.

Enrollment for this benefit will begin *[Date]*, on that date BenefitEd will send out enrollment emails to eligible employees. The enrollment email will contain steps and a link to complete the online enrollment workflow. Information that will be needed during enrollment is as follows:

* Employee ID ***[please identify after this where they can find their Employee ID]***
* Servicer name(s)
* Servicer physical payment address(es)
* Account number(s)

For employees who complete enrollment by *[Date]* their payroll deductions for their student loan will begin with the first paycheck in *[Month]*. Then the first payment will be made, by BenefitEd, to the student loan servicers on *[Date]*. Please note, it will be your responsibility to ensure your student loan is current until the first payment through this program is made. Therefore, know that you may need to make a separate payment directly with your servicer for the month of *[Month]* and, depending on your due date, also for *[Month]*.

For any questions regarding this benefit please contact BenefitEd’s Customer Service team at [support@youbenefited.com](mailto:support@youbenefited.com) or 844-358-5707.