

ATTACHMENT 22



Department of  
Civil Service

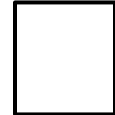
Sample Employee Benefit Card Envelope – IFB  
entitled: “Employee Benefit Card”

**IMPORTANT EMPIRE PLAN INFORMATION ENCLOSED**

EMPLOYING AGENCY NAME  
AGENCY ADDRESS LINE 1  
CITY STATE ZIPCODE

**RETURN SERVICE REQUESTED**

ENROLLEE LAST NAME, FIRST NAME  
ENROLLEE ADDRESS LINE 1  
ENROLLEE ADDRESS LINE 2  
CITY STATE ZIPCODE



Sample - #10 Business Envelope Single-Window, Stock  
Weight 24#, Envelope Color = White

**Envelope Prototype and Information**

**Option A**

***Single-Window Envelope***

Non-variable information printed ***on the front of the Envelope*** in Black at 100%

- Indicia in font Proxima Nova 10.0

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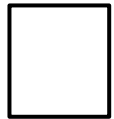


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entitled: “Employee Benefit Card”

**IMPORTANT PLAN INFORMATION ENCLOSED**

EMPLOYING AGENCY NAME  
AGENCY ADDRESS LINE 1  
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CITY STATE ZIPCODE



**RETURN SERVICE REQUESTED**

ENROLLEE LAST NAME, FIRST NAME  
ENROLLEE ADDRESS LINE 1  
ENROLLEE ADDRESS LINE 2  
CITY STATE ZIPCODE

Sample - #10 Business Envelope Double-Window, Stock  
Weight 24#, Envelope Color = White

**Envelope Prototype and Information Option B**

***Double-Window Envelope***

Non-variable information printed ***on the front of the Envelope*** in Black at 100%

- “Important Plan Information Enclosed” printed above the top window in font Proxima Nova-Bold 14.0
- “Return Service Requested” between the windows in font Proxima Nova-Bold 10.0
- Indicia in font Proxima Nova 10.0