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NY03 – 21

PE03 – 14

PA03 – 09

MEMORANDUM

TO: NYSHIP Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Revised Forms PS – 452I Instructions for the Application for Waiver of Premium and  
PS – 452 Application for Waiver of Premium

DATE: May 2, 2003

Enclosed are new versions of the following forms:

**PS – 452I Instructions for the Application for Waiver of Premium**  
**PS – 452 Application for Waiver of Premium**

Please discard any old versions of these forms you have in stock and begin to use these forms immediately. The form was revised in order to comply with HIPAA privacy regulations regarding protected health information. Please read through the instruction carefully as the procedure has changed. Any questions regarding the new procedure should be referred to the Leave unit for NY agencies and your processor for PA and PE agencies. The form is also available on ebd\_online at <http://www.cs.state.ny.us/ebdonline>.