

Pre-Tax Contribution Program (PTCP) Facts to Know

1. The PTCP allows enrollees to have NYSHIP premiums for health insurance deducted from their wages before taxes are withheld
2. When participating in PTCP, the enrollee is agreeing to have the same pre-tax premium deduction for the entire plan year, unless they experience a PTCP qualifying event
3. Enrollees are eligible to participate in PTCP if they are:
 - a. actively working as a State employee;
 - b. receiving a regular paycheck; and
 - c. having NYSHIP premiums deducted from their paycheck
4. Enrollees are eligible to elect PTCP **only**:
 - a. When **first** eligible for NYSHIP benefits; or
 - b. During the annual PTCP election period

Note: The PTCP election period is now concurrent with Option Transfer Period

5. PTCP enrollees can make the following changes to their pre-tax health insurance deduction during the plan year **only** if they make a request no later than **30 days** after experiencing a PTCP qualifying event:
 - a. Change in **coverage**
 - i. Change from Individual coverage to Family coverage
 - ii. Change from Family coverage to Individual coverage
 - iii. Cancel medical coverage
 - b. Change in NYSHIP plan **option**
 - i. Must experience a PTCP qualifying event coinciding with a Qualifying Life Event to change NYSHIP option outside the option transfer period
6. Consistency Rule: To make a mid-year change in pre-tax deduction, the PTCP qualifying event must result in a change in status that affects eligibility for coverage under an employer's plan, and the change must be on account of and correspond with the PTCP qualifying event.

Example: A child aging off a plan is a PTCP qualifying event that would allow an enrollee to remove that child. However, this event does not allow the enrollee to remove other dependents such as a spouse, as that would not be consistent with the qualifying event. Also, the qualifying event would not allow the enrollee to change his/her NYSHIP option.