

Pre-Tax Contribution Program (PTCP) participation

Deadline to elect changes for 2024 plan year is 12/29/2023

During a defined period each year, enrollees in the NYS Health Insurance Program (NYSHIP), may elect to change their Pre-Tax Contribution Program (PTCP) status for the upcoming plan year. Civil Service has defined this period as the Option Transfer period, which ends on December 29, 2023.

If enrolled in PTCP, your share of the health insurance premium is deducted from your wages before taxes are withheld, which may lower your taxes. Enrollment in PTCP also restricts changes that can be made to the NYSHIP coverage (e.g., switching to individual coverage or cancelling coverage) to situations in which a qualifying event takes place and the change is requested within 30 days of the event date. Not enrolling in PTCP allows greater flexibility to make changes to NYSHIP coverage throughout the plan year.

Your paycheck or direct deposit advice shows whether or not you are enrolled in PTCP. View your check information online: <http://www.albany.edu/hr/view-pay.php>.

- If you are enrolled in PTCP, your paycheck stub shows Regular Before-Tax Health in the Before-Tax Deductions section.
- If you are not enrolled in PTCP, your paycheck stub shows Regular After-Tax Health in the After-Tax Deductions section. Your health insurance premium is deducted from your wages after taxes are withheld.

For more information about PTCP and the allowable coverage changes while enrolled in PTCP, please refer to the [PTCP Change Chart and Fact Sheet](#).

If you wish to change your PTCP selection for 2024, you must submit a completed [NYS Health Insurance Transaction Form](#) (with sections 1-12, the Change Pre-Tax Status section of #13, and the authorization section completed) to the Employee Benefits Office in University Administration Building (UAB) room 300. All forms must be dated between November 30, 2023 and December 29, 2023 and received in University Administration Building (UAB) Room 300 by December 29, 2023. We are unable to accept emailed or faxed PS-404 forms. **NO ACTION IS REQUIRED TO KEEP YOUR CURRENT PTCP STATUS.**