



Benefits Department  
3500 W. Olive Ave. Suite 1000  
Burbank, CA 91505  
(818) 972-0787 / (818) 640-9437

## ***ELECTRONIC DELIVERY OF BENEFIT COMMUNICATIONS***

Effective July 27, 2020, the Department of Labor allowed benefit plan administrators to use electronic media as a default to furnish information to participants and beneficiaries of plans subject to the Employee Retirement Income Security Act of 1974 (ERISA). These communications will include open enrollment announcements, annual disclosures & financial reporting, and other notifications as required by law. This is especially good news as we continue to work remotely and access to offices is limited.

With your consent, we will use two methods for electronic delivery of benefit communications:

- *Email Delivery with documents either as an attachment or in the body of the email*
- *Posting on Benefits Website*

**To consent to receiving your benefit communications electronically, please sign below.**

*I have read the Statement above regarding Electronic Delivery.*

*I confirm that I have the ability to access information in the electronic form that is described above.*

*I consent to receiving the type of documents described above by electronic means at my work email address and/or my personal email address.*

*I understand that I will receive copies of the types of document described above only in the electronic form unless I exercise my right to affirmatively request a paper copy of such document.*

*I understand that if my email address changes, I should notify the Benefits Department.*

*I understand that I can withdraw this consent at any time by notifying the Benefits Department.*

<b>EMPLOYEE SIGNATURE:</b>
<b>EMPLOYEE NAME:</b>
<b>DATE:</b>
<b>PREFERRED EMAIL(S):</b>