

Smart. Simple. Affordable.

Hyatt Legal Plans

A MetLife Company



The MetLaw Legal Assistance Program

The MetLaw Legal Assistance Program is a voluntary benefit administered through *Hyatt Legal Plans* (A MetLife Company). **Regular Non-Union employees eligible for BeneFlex or BasicCare (excluding Nominally Paid employees) and Union employees with base hours of 17.5 per week or greater are eligible for this benefit.**

New hires and newly eligible employees have **60** days from the date of eligibility in order to enroll in the plan. **Once enrolled, employees are covered for the remainder of the year until the next Annual Open Enrollment Period. Enrollment for the legal assistance program cannot be made during the year, even if you experience a ‘Qualifying Event’.**

Employees who elect to enroll for the legal assistance program will have access to legal counsel from Hyatt’s Attorney Network of 9,000 attorneys nationwide for covered legal matters such as *Estate Planning, Real Estate matters, Defense of Civil Lawsuits* and many others.

Informational materials on the legal assistance program can be found on the Human Resources website at www.med.nyu.edu/hr/benefits under the ‘Download Forms & Resources’ page. You can also visit the **Hyatt Legal Plans** website at www.legalplans.com and enter the password as: **1500335**.

Important Notes:

- **If you are considering enrolling for the legal assistance plan please be advised that some legal services are NOT considered a covered benefit beyond a consultation (i.e divorce) - so please take note of what is covered when accessing informational materials. **If you have specific questions about whether a service is covered under the legal assistance plan, please contact Hyatt Legal Plans Client Service Center at 1-800-821-6400.****
- **The cost for enrolling in the Legal Assistance Plan for 2008 will be \$15.75 per month on an ‘after-tax’ basis via payroll deduction which covers you, your spouse (or domestic partner) and/or your eligible dependent children.**

Complete the ‘MetLaw Enrollment Form’ on the reverse side to in the MetLaw Legal Assistance Plan.

Your completed form must be received by the Benefit Services Department within 60 days of your benefits eligibility date.

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MetLaw®
Legal Assistance Program Enrollment Form
for NYU Medical Center

Name (PLEASE PRINT): _____

Employee ID# (located on the upper right-hand corner of your paystub): _____

Hire/Status Change Date: ___/___/___ Daytime Phone Number: () - () - ()

PLEASE CHECK (✓) THE BOX AND PROVIDE YOUR DATED SIGNATURE TO ENROLL IN THE METLAW LEGAL ASSISTANCE PLAN .

I wish to enroll in MetLaw®, the Legal Assistance Plan. I understand there will be a payroll deduction of **\$15.75 per month** for this benefit. I understand this election will remain in effect for the **entire** calendar year as long as my employment status remains eligible or until I terminate participation in this plan in accordance with the guidelines of the next Annual Open Enrollment Period.

By signing below, I authorize my Employer to take the appropriate after-tax payroll deductions needed to maintain my active enrollment in this program.

Signature

Date

PLEASE RETURN THE COMPLETED ENROLLMENT FORM WITH YOUR DATED SIGNATURE TO:

NYUMC Benefits Services Department

One Park Avenue, **16th Floor**

New York, NY 10016

OR FAX THE FORM TO: 212-404-3900, Attn: NYUMC Benefit Services Department

If you have any questions or need assistance in completing your enrollment, please contact the Benefits Services Department.