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**Addendum**

<b>SOLICITATION NAME</b>	Life and Disability Insurance Q1708	<b>ADDENDUM NUMBER</b>	1	<b>DATE</b>	09-20-16
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Do you happen to have a billing statement or something that would show who is currently enrolled in voluntary life and contributory STD and LTD?
	<b>No, we are self-billed.</b>
Q2	Can you please provide a revised census in Excel format including all voluntary elections for employee, spouse and child life?
	<b>It is available upon request.</b>
Q3	Does the group participate in Social Security and if so, does Social Security offset the disability?
	<b>Yes.</b>
Q4	Do your employees contribute to any state or county pension plan that has a disability component?
	<b>No.</b>
Q5	If so, do all employees participate or only certain classifications?
	<b>NA</b>
Q6	For STD, does Group prepare W-2s for claimants, or does Group require the carrier to do so?
	<b>The carrier does.</b>
Q7	In order to produce a proposal for Short Term Disability and Long Term Disability, we'll need individual job titles for each employee. Is that something you can provide for us?
	<b>It is available upon request.</b>
Q8	For STD, does Group require that the carrier pay the FICA match or does Group intend to pay the FICA match?
	<p><b>MetLife performs the following W-2 reporting jobs for the 2016 Tax Year:</b></p> <ul style="list-style-type: none"> <li>• <b>Mails federal and state W-2s for STD (and/or LTD) directly to employees.</b></li> <li>• <b>The required W-2 information will be filed with the SSA/IRS and the appropriate state tax agencies.</b></li> <li>• <b>Since MetLife remitted all state taxes withheld from employee's benefits, MetLife's State Identification Number will be used on the state W-2s so that the forms will reconcile to the remittances.</b></li> <li>• <b>In accordance with IRS regulations, the Federal W-2s issued to their employees show their name and Federal Employer Identification Number as the employer.</b></li> </ul>



- **MetLife mails the Employer W-2 Report to the employer.**

**Remitting of taxes:**

- **MetLife is remitting all employee FICA, federal and state taxes that may be withheld from the employees' disability benefit payments.**
- **KCDC is responsible for remitting the employer share of FICA, to the extent that FICA is withheld.**
- **KCDC is responsible for filing and remitting all Federal Unemployment Tax (FUTA) and State Unemployment Tax (SUTA), if they are applicable.**

**End of Addendum**