



Office of General Services
Business Services Center

Information Announcement

Pre-Tax Contribution Program Election Period for Health Insurance (PTCP)

October 31, 2018

The Pre-Tax Contribution Program for Health Insurance (PTCP) is administered by the NYS Department of Civil Service. The enrollment period for this program begins November 1st and ends November 30th. For more details, please review the NYS Department of Civil Service [Planning for Option Transfer](#) booklet.

Employees who want to change their PTCP selection for 2019 should complete and submit a [NYS Health Insurance Transaction Form](#) (PS-404). Completed forms may be sent by e-mail to BSCBenefitsAdmin@ogs.ny.gov, by fax to (518) 457-1879, or by mail to:

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