

**BENEFITS ADMINISTRATION
ADMINISTRATIVE ERROR FORM**

Purpose: This form is to be completed by an Agency Benefits Coordinator of any Local Education Association, Local Government Association, or Higher Education Entity and signed by their Supervisor for all administrative errors.*

You may fax the completed form to Benefits Administration at 615-741-8196 or upload it in Zendesk at <https://benefitssupport.tn.gov/>

Employee Name _____

Employee SSN _____ Employee Edison ID _____

Agency _____

Type HED ___ LE ___ LG ___

Hire Date _____

Date Enrollment Submitted _____

Details of administrative error:

Agency Benefits Coordinator Signature

Date

Supervisor's Signature

Date

*BA's acceptance of late enrollment by an employee due to administrative error does not constitute tax or legal advice. All questions regarding the impact of late enrollment to an agency's pretax benefit status with the IRS must be determined by the agency's attorney or accountant.