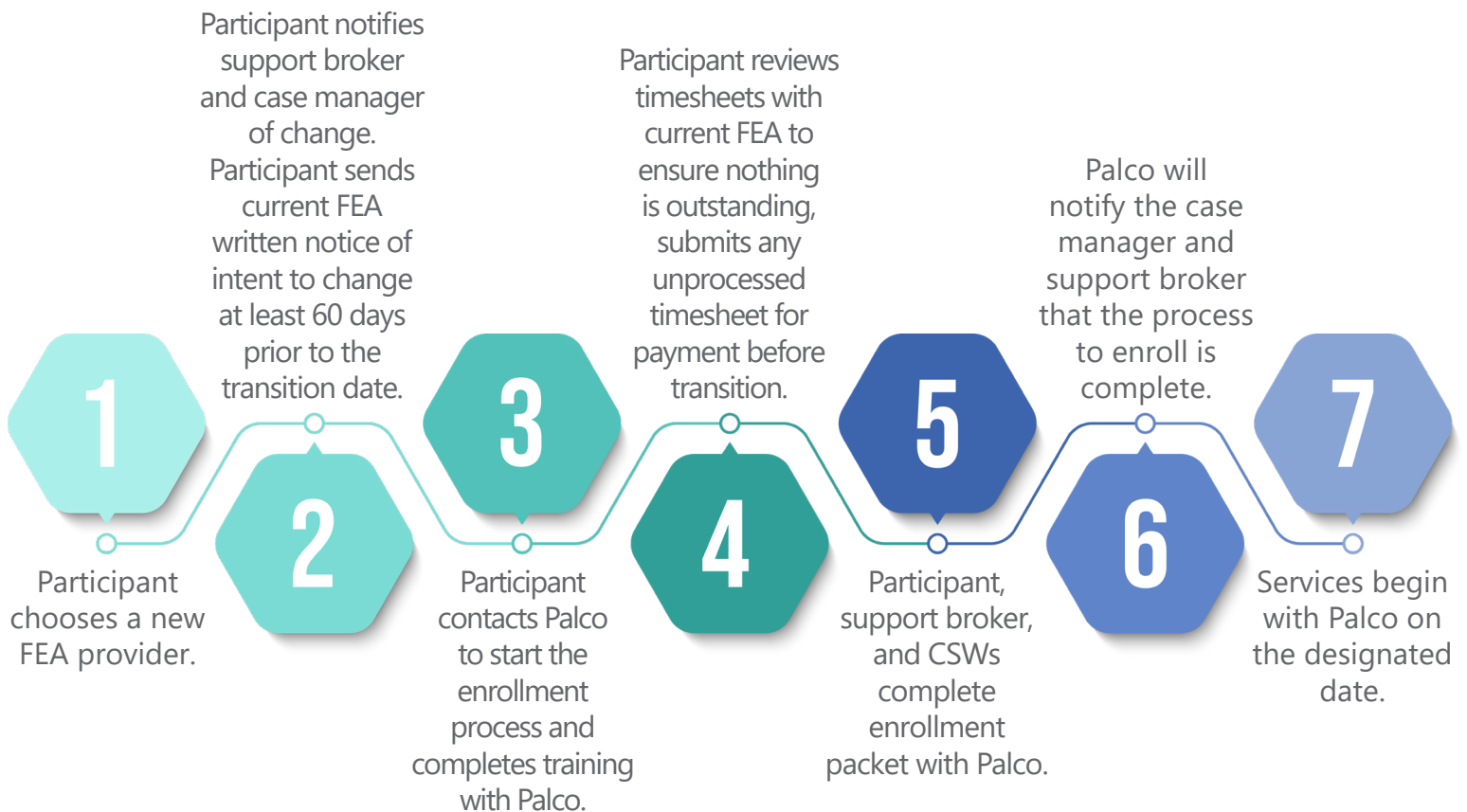


# HOW TO CHANGE FISCAL EMPLOYER AGENT (FEA) PROVIDERS IN IDAHO

Open Enrollment allows the participant or their authorized representative (AR) to change fiscal employer agent (FEA) providers. These changes can only occur quarterly, four times a year. Participants must be enrolled by the start of the pay period for the new tax quarter. All participants must initiate the change of FEA by providing a written request to their current FEA provider at least 60 days in advance.

Open Enrollment Quarter	Deadline to give written notice to current FEA	Start date with Palco	First payday with Palco
April 2025	1/9/2025	3/9/2025	4/4/2025
July 2025	4/16/2025	6/15/2025	7/11/2025
October 2025	7/9/2025	9/7/2025	10/3/2025
January 2026	10/15/2025	12/14/2025	1/9/2026



For questions, contact Palco at 866-710-0456 or email us at [Idaho@palcofirst.com](mailto:Idaho@palcofirst.com)

