**EBD Free Format Letter**

Intro Paragraph

<**MEMBER NAME**>, our records show that you had a change in your life that may change your health care benefits. For example, you may have turned 65 years old or started getting Medicare. We need more information from you to find out if you can still get health care benefits. Please let us know if you **or your spouse** have any assets by <**DUE DATE**>. To provide this information, use the contact information at the top of this letter to call your agency, fax the information, send the information by mail, or go online at access.wi.gov.

Additional Paragraph

Please let us know about assets you **or your spouse** own or jointly own with another person. We do not need to know about personal and household items (for example, clothing, televisions, furniture, and appliances). Assets can be cash, property, or other holdings that can be converted to cash. The following are examples of assets:

Bullets Section:

Cash, checking or savings accounts, Direct Express card, prepaid debit cards, certificates of deposit (CDs), trust funds, stocks, retirement accounts, Keogh plans, annuities, or U.S. savings bonds

Life insurance, burial insurance, burial trust, burial spaces, or other burial assets

Automobile, motorcycle, moped, camper, recreational vehicle, boat, snowmobile, farm tractor, or other motor vehicles

House, land, rental property, mobile home, timeshare, life estate, land contracts, or promissory notes

Personal property of great value such as collectibles and gems/jewelry purchased as an investment

Closing Paragraph

If you do not provide this information by <**DUE DATE**>, you may lose your health care benefits. We may ask for proof of some of your assets later. If you provide proof now, it may take less time to find out if you can still get health care benefits. Examples of proof include a copy of your bank statement showing the value of your bank account within the last 30 days, property tax bill, or a document that shows the face value and current cash value of your life insurance policy. If you have questions about what type of proof to provide, you can contact your agency by calling the number at the top of this letter.