

	EMPLOYMENT STATUS			EFFECTIVE DATE OF COVERAGE/CHANGE		
	<input type="checkbox"/> Active Employee <input type="checkbox"/> COBRA					
SOC. SEC. #	EMPLOYEE'S LAST NAME			FIRST NAME		MIDDLE INITIAL
MAILING ADDRESS						
CITY		STATE	ZIP CODE	HOME PHONE NUMBER		EMAIL ADDRESS
MARITAL STATUS		GENDER		DATE OF BIRTH	DATE OF FULL TIME HIRE	HOURS WORKED PER WEEK (ACTIVE EMPLOYEES ONLY)
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		MONTH DAY YEAR		
MEDICAL COVERAGE OPTIONS						
Select one health plan and one coverage level to enroll: <input type="checkbox"/> PPO <input type="checkbox"/> PPO Buy-Up <input type="checkbox"/> HDHP <input type="checkbox"/> Waive Coverage* ENROLL IN HSA? <input type="checkbox"/> Yes** <input type="checkbox"/> No <input type="checkbox"/> Employee <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family				*Employees waiving coverage must complete the Waiver of Coverage located on Page 2 of this Benefit Enrollment/Change Form **You can only enroll in the HSA if the HDHP is selected. If enrolling in the HSA separate forms are required to be filled out. NOTE: Eligible children include natural, step, adopted, or children for which you have legal guardianship. Please refer to your current Summary Plan Document for full eligibility requirements.		
DENTAL COVERAGE OPTIONS				VISION COVERAGE OPTIONS		
Select one dental plan and one coverage level to enroll: <input type="checkbox"/> Basic Dental (\$2,000 Annual Benefit)* <input type="checkbox"/> Buy-Up Dental (\$4,000 Annual Benefit)** <input type="checkbox"/> Waive Coverage <input type="checkbox"/> Employee <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family *Basic Dental Plan – Dependent children are eligible up to age 19 only. **Buy-Up Dental Plan – Dependent children are eligible up to age 26.				Select one vision plan and one coverage level to enroll: <input type="checkbox"/> Basic Vision* <input type="checkbox"/> Buy-Up Vision** <input type="checkbox"/> Waive Coverage <input type="checkbox"/> Employee <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family *Basic Vision Plan – Dependent children are eligible up to age 19 only. **Buy-Up Vision Plan – Dependent children are eligible up to age 26.		

IMPORTANT: YOU MUST FULLY COMPLETE THE FOLLOWING IF SPOUSE AND/OR DEPENDENT COVERAGE IS BEING REQUESTED

ADD	DEL	NAME	DATE OF BIRTH	SOCIAL SECURITY # (REQUIRED)	RELATION	PLAN
						<input type="checkbox"/> Med <input type="checkbox"/> Dental <input type="checkbox"/> Vision
						<input type="checkbox"/> Med <input type="checkbox"/> Dental <input type="checkbox"/> Vision
						<input type="checkbox"/> Med <input type="checkbox"/> Dental <input type="checkbox"/> Vision
						<input type="checkbox"/> Med <input type="checkbox"/> Dental <input type="checkbox"/> Vision

OTHER INSURANCE INFORMATION

Do you or your dependents currently have other: Medical Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give name of policyholder and insurance company.		
If anyone you are requesting coverage for is currently on Medicare please provide the following:	ID Number _____	Part A Effective Date _____/_____/_____	
	Part B Effective Date _____/_____/_____	Part D Effective Date _____/_____/_____	

AUTHORIZATION AND SIGNATURE

The group benefits available through the group policy of my employer have been explained to me and I understand the scope of the benefits. I hereby apply for benefits to which I am entitled or to which I may become entitled under the terms of the group policy or policies issued to the policyholder. I authorize the deduction from my earnings of any contribution I am required to make toward the cost of this benefit.

The information provided above is correct to the best of my knowledge. I certify under penalty of perjury that the dependents listed on this form fully meet the listed definition of eligibility. I will provide, if requested, documentation regarding my relationship (marriage or birth certificate, adoption certificate, divorce decree, etc.) to any dependent and his/her age. I will notify my employer within 31 days of a change in my listed dependents eligibility for employer-provided health benefits. I understand that if I do not enroll myself or my dependents, I must read and sign the waiver portion of this form.

Signature of Employee

Date

WAIVER OF COVERAGE (COMPLETE AND SIGN THIS SECTION IF YOU ARE WAIVING COVERAGE)

Medical/Rx benefits are being waived for (Name) _____ for the following reason(s): _____

- Group benefits available through the group policy of my employer have been explained to me and I understand the scope of the benefits.
- I waive coverage for myself and/or my dependents and elect not to participate.
- I understand that I am waiving this coverage even though my employer may be providing the coverage at little or no cost to me.
- I understand that by waiving enrollment because of other health insurance coverage, I may in the future be able to enroll in this plan, provided that I request enrollment within 31 days after other coverage ends. In addition, I understand that if I have a new dependent as a result of marriage, birth, adoption or placement for adoption, I may be able to enroll myself or my dependents provided that I request enrollment within 31 days of the status change.
- I acknowledge by signing this form that all the information provided is true and correct to the best of my knowledge.

Signature of Employee

Date

TO BE COMPLETED BY HUMAN RESOURCES ONLY

<input type="checkbox"/> New Employee/Rehire	Hire/Rehire Date _____/_____/_____	Effective Date _____/_____/_____
<input type="checkbox"/> Add/Delete Dependents	Effective Date of Change _____/_____/_____	Qualifying Event: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Termination of Employment <input type="checkbox"/> Loss of Dependent Status <input type="checkbox"/> Death <input type="checkbox"/> Other
<input type="checkbox"/> Termination of Insurance	Termination Date _____/_____/_____	
<input type="checkbox"/> Open Enrollment	<input type="checkbox"/> Name/Address Change	HR Dept. Initials _____ Date _____/_____/_____ Data Input: _____ (HR Initials)