



New Enrollment Change Open Enrollment COBRA Retiree

Employer/Employee Section

Enrollment forms must be submitted directly to us unless the group is self-administered. If the group is self-administered, submit enrollment forms to us only if evidence of insurability is required.

Form with fields for EMPLOYER, GROUP NO. / ACCOUNT NUMBER, LOCATION, EMPLOYEE NAME - LAST, FIRST, MIDDLE INITIAL, SEX, DATE OF BIRTH, DATE OF HIRE (FULL TIME), SOCIAL SECURITY NO., EARNINGS, JOB TITLE, CLASS, HOME ADDRESS, CITY, STATE, ZIP, HOME PHONE, WORK PHONE, CELL PHONE, SPOUSE NAME, SPOUSE DATE OF BIRTH, SPOUSE SOCIAL SECURITY #, and tobacco use questions.

BENEFIT SELECTION - Life, Disability, Critical Illness, Accident & AD&D

COVERAGE SELECTION: Your non-medical group insurance program may not include all the benefits listed below. Ask your Employer for the details about the benefits available to you, your cost, if any, and whether you will be required to complete a health questionnaire.

Basic Coverage section with checkboxes for Term Life / AD&D, Short-Term Disability (STD), Long-Term Disability (LTD), Dependent Term Life / AD&D, Critical Illness, Spouse, Child(ren), Accidental Death and Dismemberment (AD&D), Accident, Spouse, Child(ren), Family.

Supplemental Coverage section with checkboxes for Term Life / AD&D, Critical Illness, AD&D for Employee, Spouse, and Child(ren), and columns for (A)Add, (C)Change, (D)Delete, Total Amount of Coverage Desired, and If (C)hange, list Prior Coverage.



Voluntary Coverage (Check all that apply)		(A)Add, (C)Change (D)Delete	Total Amount of Coverage Desired	If (C)hange, list Prior Coverage
Spouse includes Domestic Partner and Party to a Civil Union as defined in the Certificate.				
<input type="checkbox"/> Term Life	Employee			
<input type="checkbox"/> Term Life	Spouse			
<input type="checkbox"/> Term Life	Child(ren)			
<input type="checkbox"/> AD&D	Employee			
<input type="checkbox"/> AD&D	Spouse			
<input type="checkbox"/> AD&D	Child(ren)			
<input type="checkbox"/> AD&D	Dependents			
<input type="checkbox"/> AD&D	<input type="checkbox"/> Employee <input type="checkbox"/> Family			
<input type="checkbox"/> Long-Term Disability (LTD): Incremental				
<input type="checkbox"/> Long-Term Disability (LTD): % of Earnings				
<input type="checkbox"/> Short-Term Disability (STD): Incremental				
<input type="checkbox"/> Short-Term Disability (STD): % of Earnings				
<input type="checkbox"/> Critical Illness	Employee			
<input type="checkbox"/> Critical Illness	Spouse			
<input type="checkbox"/> Critical Illness	Child(ren)			
<input type="checkbox"/> Accident	Employee			
<input type="checkbox"/> Accident	Employee + Spouse			
<input type="checkbox"/> Accident	Employee + Child(ren)			
<input type="checkbox"/> Accident	Family			

BENEFICIARY DESIGNATION: (For Employee Only: Must Be Completed if you have applied for Life or AD&D insurance.) If two or more primary beneficiaries are named, and you do not list benefit percentages, proceeds will be paid in equal shares to the named primary beneficiaries who survive you. If no primary beneficiary survives you, proceeds will be paid to the contingent beneficiary(ies). If you list benefit percentages, the total must equal 100%. (Employee is the beneficiary of proceeds from spouse or child coverage.)

First Name	Last Name	Social Security No.	Date of Birth	Relationship	Percentage
Primary					
Primary					
Contingent					
Contingent					

BENEFIT SELECTION DENTAL VISION

<p>ENROLLMENT</p> <p>Spouse includes Domestic Partner and Part to a Civil Union as defined in the Certificate.</p> <p>(Choose One)</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Employee + Spouse</p> <p><input type="checkbox"/> Employee + Child(ren)</p> <p><input type="checkbox"/> Family</p>	<p>POLICY CHANGE</p> <p>(Check Reason for Change)</p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Birth / Adoption</p> <p><input type="checkbox"/> Widowed</p> <p><input type="checkbox"/> Divorced</p> <p><input type="checkbox"/> Address Change</p>	<p>CANCEL COVERAGE</p> <p><input type="checkbox"/> Terminate Coverage</p> <p style="margin-left: 20px;">Date <input type="text"/></p> <p><input type="checkbox"/> Leave / Layoff</p> <p><input type="checkbox"/> Other</p> <p style="margin-left: 20px;">Date <input type="text"/></p>
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If above selection covers your Spouse, is your Spouse covered under any other dental plan? Yes No

If Yes, carrier's name: _____

COBRA CONTINUATION PRIVILEGE

Start Date: _____

Projected End Date: _____

Previously covered with group as:

- 1. Employee (termination, reduction in hours, other)
- 2. Spouse (divorce from Employee, death of Employee)
- 3. Dependent (reached age limit, married, no longer a Full Time Student, other)
- 4. Spouse & Dependents (divorce from Employee, death of Employee, other)

For the purposes of this Notice, while prohibited by Federal law, Spouse does not include a same-sex Domestic Partner or Party to a Civil Union. Such benefits may be available under state law of provided by the policyholder.



COVERED SPOUSE AND DEPENDENTS

Dependent Child(ren) over the age limit, indicate if Full Time Student (FTS) or Handicapped (HDPC).

Table with 8 columns: First Name, Last Name, Social Security Number, Date of Birth, Relationship, SEX (M/F checkboxes), Adult Child FTS or HDPC, Name of Accredited School.

I hereby request to be insured and authorize deductions, if any, from my compensation for my share of the cost of the benefits to which I may be entitled under the group policy (ies) issued to the Employer listed above.

WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss, or benefit, or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

This type of plan is NOT considered "minimum essential coverage" under the Affordable Care Act and therefore does NOT satisfy the individual mandate that you have health coverage.

FOR OFFICE USE ONLY

EMPLOYEE SIGNATURE _____

DATE _____

Waiver of Coverage:

I DO NOT WISH TO ENROLL at this time and understand that the opportunity to enroll at any future time will be subject to such arrangements as may be made with the company.

EMPLOYEE SIGNATURE _____

DATE _____



The laws of some states require us to furnish you with the following notice:

FOR APPLICATIONS AND CLAIMS:

Alabama: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading material facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading material facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

District of Columbia: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Louisiana: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Maine & Washington: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Maryland: Any person who knowingly or willingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

New Mexico: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: Any person who knowingly, with intent to injure, defraud or deceive any insurer, makes a claim for the proceeds of an insurance policy containing false, incomplete or misleading information is guilty of a felony.

Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Puerto Rico: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars(\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Rhode Island: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Tennessee: It is a crime to knowingly provide false incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Virginia: Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.



The laws of some states require us to furnish you with the following notice:

FOR CLAIMS ONLY:

Alaska: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arizona: For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Arkansas: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California: For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Delaware: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

Idaho: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement or claim containing false, incomplete, or misleading information is guilty of a felony.

Indiana: A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire: Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Texas: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

FOR APPLICATIONS ONLY:

Massachusetts: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

New Jersey: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.