

EMPLOYEE	SOCIAL SECURITY NO.			INSTRUCTIONS: NEW EMPLOYEE: Complete all unshaded areas and sign the form. CHANGES: Enter new or corrected information in the unshaded areas. Be sure to include your Social Security No.				ADD	CHANGE	TERM	DATE OF HIRE	DEPT CODE
	LAST NAME		FIRST NAME		M. I.	MAILING ADDRESS			CITY		STATE	ZIP CODE
	BIRTH DATE	GENDER	MARITAL STATUS: M-Married S-Single D-Divorced W-Widow L-Legally Separated	MARRIAGE DATE		PHONE #	If you have Medicare Coverage ENTER EFFECTIVE DATE (MM/DD/YEAR) Part A Part B			MEDICARE ID #	EMAIL ADDRESS	

IF MARRIED PLEASE LIST SPOUSE FIRST BELOW	If Spouse has Medicare ENTER EFFECTIVE DATE (MM/DD/YEAR) Part A Part B	MEDICARE ID #	Note: By listing a spouse or dependent you are certifying that you are married and/or that any dependent children are yours by birth, adoption or legal guardianship. You may be required to submit proof such as a marriage certificate, birth certificate, etc. Also, the IRS requires that your employer collect the Social Security Number of any covered dependent. The health plans offered are HMOs that require you to use participating providers and that each member have a Primary Care Physician.
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SPOUSE & DEPENDENTS	ADD	REMOVE	LAST NAME (if Different)	FIRST NAME	M. I.	SOCIAL SECURITY #	BIRTH DATE	GENDER	RELATIONSHIP	<p style="text-align: center; margin: 0;">OFFICE USE ONLY</p> <hr/> <p style="text-align: center;">Employer Name</p> <p>Is this a: <input type="checkbox"/> New Add <input type="checkbox"/> Coverage Change <input type="checkbox"/> Cancellation</p> <p>Reason: <input type="checkbox"/> New Hire <input type="checkbox"/> Qualifying Event <input type="checkbox"/> By Request <input type="checkbox"/> Left Employ <input type="checkbox"/> Deceased</p> <p>Effective Date: _____</p> <hr/> <p style="text-align: center;">Employer Representative Name and Phone # (please print)</p> <p>Date: _____</p>

IF MORE SPACE IS NEEDED TO LIST DEPENDENTS, ATTACH ANOTHER FORM. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER.

In the space below please make your benefit selections for health coverage by checking the box next to "Enroll", then select your coverage type. If you DO NOT want to enroll, check the box next to "Decline" to waive health insurance. If you have any questions consult your employer. By enrolling and signing this form, you are authorizing your employer to deduct any required payroll contribution from your pay. **Separate forms are required to enroll in any other benefits you may be eligible for.**

BENEFITS	<u>HEALTH INSURANCE</u>		IF ENROLLING, PLEASE SELECT ONE COVERAGE TYPE			
	<input type="checkbox"/> Enroll	<input type="checkbox"/> Decline	SINGLE	2 PERSON	FAMILY	CDPHP

On behalf of myself and any dependents listed, I hereby apply for coverage under the Master Group Contract issued to my employer by the plans I have selected. I understand that the benefits for which I (we) will be eligible are in accordance with those described in the Master Group Contract and any attached riders. I further understand that for HMO benefits, except for emergencies, covered services must be obtained through a participating provider (physician, hospital, laboratory, pharmacy, etc.) unless otherwise noted in a rider, and also that certain services may require a copayment. I hereby authorize any licensed physician, hospital or other health care provider to furnish the plan with such medical information about myself and my minor eligible dependents listed on the application that may be required to allow the plan to administer my benefits. I hereby certify that the information I have provided is true and complete to the best of my knowledge and belief.

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 shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

Please return the form to your employer.

EMPLOYEE SIGNATURE

DATE