

## Group Enrollment or Change Form

(Please print or type in Black ink.)

|   |   |  |                            |
|---|---|--|----------------------------|
| <input type="checkbox"/> New Employee   | <input type="checkbox"/> Declination    | <input type="checkbox"/> Class or Salary Change  | <b>Group #</b> _____       |
| <input type="checkbox"/> Beneficiary Change   | <input type="checkbox"/> Change of Name | <input type="checkbox"/> Termination Date: _____ | <b>Class</b> _____         |
| <input type="checkbox"/> Dependent Status Change (Indicate reason _____)            |   |  | <b>Dept/Location</b> _____ |
| <input type="checkbox"/> Reinstatement (Complete Date of Rehire as Employment Date) |   |  | <b>Eff Date</b> _____      |

### SECTION 1 - APPLICANT INFORMATION

|   |  |                     |   |   |                |
|---|--|---------------------|---|---|----------------|
| Employee Legal Name (First, M.I., Last) |  |                     |   | For Name Change, Give Prior Last Name   |                |
| Home Address                            |  | City                | State   | Zip   | Telephone No.  |
| Social Security #                       |  | Date of Birth       | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female |   | Marital Status |
| Occupation                              |  | Hours worked weekly |   | Date Employed Full-time   |                |
| Employer's Name                         |  |                     |   | Salary \$ _____<br><input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual |                |

### SECTION 2 - Complete this Section if applying for Optional Coverage(s). Evidence of Insurability (EOI) may be required when applying for these coverage(s).

|                |                                 |                                    |   |              |           |
|----------------|---------------------------------|------------------------------------|---|--------------|-----------|
| Dependent Life | Add<br><input type="checkbox"/> | Delete<br><input type="checkbox"/> | Indicate Date of: Marriage/Divorce _____ Birth of Child _____ |              |           |
| Supp Life      | <input type="checkbox"/>        | <input type="checkbox"/>           | Dependents to be Covered                                      | Relationship | Birthdate |
| Supp AD&D      | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |
| STD            | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |
| LTD            | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |
|                | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |
|                | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |
|                | <input type="checkbox"/>        | <input type="checkbox"/>           |   |              |           |

### SECTION 3 - BENEFICIARY DESIGNATION /CHANGE ■ Check if Change Only

This will revoke any existing beneficiary designations you may have for these benefits.

#### PRIMARY BENEFICIARY(IES) (Will receive proceeds if living at death of Employee):

| Name (Last, First, MI) | Address | SSN | Birthdate | Relationship | Percentage |
|------------------------|---------|-----|-----------|--------------|------------|
|                        |         |     |           |              |            |
|                        |         |     |           |              |            |

**Total must equal 100% =**

#### CONTINGENT BENEFICIARY(IES) (Will receive proceeds if Primary Beneficiary(ies) are not living):

| Name (Last, First, MI) | Address | SSN | Birthdate | Relationship | Percentage |
|------------------------|---------|-----|-----------|--------------|------------|
|                        |         |     |           |              |            |
|                        |         |     |           |              |            |

**Total must equal 100% =**

I represent that the information provided above is true and correct. I understand that if I am not actively at work on the effective date of my coverage, my insurance will not begin until the day I return to work. For those coverages I have declined, I understand that if I choose to enroll at a later date, Evidence of Insurability may be required. If the Plan provides that any contributions be made by me, I authorize my employer to deduct them from my pay.

**Warning** - It is or may be a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company or other person. Penalties may include imprisonment, fines, and a denial of insurance benefits in accordance with applicable state law.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Employee

Date Received - Home Office