

Mark all boxes and complete all sections that apply. Return completed form to your Human Resources Department (HR Dept.).

APPLICANT	Your Name (Last, First, Middle)		Group Name		Group Number(s)		
	Your Address		City		State	Zip	
	Your Soc. Sec. No.	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female	Job Title/Occupation		
COVERAGE SECTION	<p><i>For questions about the coverage options available to you, and any Evidence Of Insurability requirements, ask your HR Dept.</i></p> <p>1. Life Insurance <input type="checkbox"/> Life <input type="checkbox"/> Life with AD&D Employer paid amount \$ _____ <input type="checkbox"/> Additional/Optional Life <input type="checkbox"/> Additional/Optional Life with AD&D Your requested amount \$ _____</p> <p>2. Voluntary Life Insurance <input type="checkbox"/> Voluntary Life <input type="checkbox"/> Voluntary Life with AD&D Your requested amount \$ _____</p> <p>3. Dependents Life Insurance <input type="checkbox"/> Life <input type="checkbox"/> Life with AD&D Employer paid amount \$ _____ <input type="checkbox"/> Spouse requested amount \$ _____ Spouse Name _____ Date of Birth _____ <input type="checkbox"/> Children requested amount \$ _____</p> <p>4. Supplemental Life Insurance <input type="checkbox"/> Supplemental Life Your requested amount \$ _____ Spouse requested amount \$ _____</p> <p>5. Short Term Disability <input type="checkbox"/> Employer Paid <input type="checkbox"/> Enhanced (Buy-up) <input type="checkbox"/> Voluntary STD</p> <p>6. Long Term Disability <input type="checkbox"/> Employer Paid <input type="checkbox"/> Enhanced (Buy-up) <input type="checkbox"/> Voluntary LTD</p> <p>7. Dental (See below) <input type="checkbox"/> Employer Paid <input type="checkbox"/> High Plan <input type="checkbox"/> Voluntary Dental</p>						
	<p>Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced</p> <p>Coverage requested for <input type="checkbox"/> You, your Spouse and Children <input type="checkbox"/> You and your Spouse <input type="checkbox"/> You only <input type="checkbox"/> You and your Children (no Spouse)</p> <p>Are you covered for dental insurance under another plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Are one or more Dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>						
	<i>List Dependents to enroll or delete.</i>		Sex	Date of Birth	<i>List Dependents to enroll or delete.</i>		Sex
	(Last name if different, First, Middle Initial)		M F	Birth	(Attach sheet for additional Dependents if needed)		M F
	Spouse				Child 2		
	Child 1				Child 3		
	<p>Dental Insurance Waiver: Contributory Dental Insurance The Dental Insurance coverage available to me and my Dependents has been explained to me and I do not want to enroll at this time. I understand that if I elect to enroll in the future, the Dental Insurance coverage may be subject to a Late Enrollment Penalty. <input type="checkbox"/> I decline Dental Insurance for myself <input type="checkbox"/> I decline Dental Insurance for one or more Dependents</p>						
BENEFICIARY	<p><i>This designation applies to coverage available through your Employer, if any, under Coverage Section 1 or 2 above. Unless specified otherwise on a separate sheet, this designation will also apply to coverage available through your Employer, if any, under Coverage Section 4 above. Designations are not valid unless signed, dated, and delivered to the Employer during your lifetime. See page 2 for further information.</i></p>						
	Primary – Full Name		Address		Soc. Sec. No.	Relationship % of Benefit	
	Contingent – Full Name		Address		Soc. Sec. No.	Relationship % of Benefit	
CHANGE	<p><i>Use this section only when you wish to make a change after insurance becomes effective. Complete all boxes and sections that apply.</i></p> <p><input type="checkbox"/> Add Dependent <input type="checkbox"/> Delete Dependent <input type="checkbox"/> Name Change <input type="checkbox"/> Beneficiary Change</p> <p>Date of add/delete _____ Former name _____ <input type="checkbox"/> Other _____</p>						
	<p>I wish to make the choices indicated on this form. If electing coverage, I authorize deductions from my wages to cover my contribution, if required, toward the cost of insurance. I understand that my deduction amount will change if my coverage or costs change.</p> <p>Fraud Notice – Only applies to Accident and Health Insurance (AD&D/Disability/Dental): 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 five thousand dollars and the stated value of the claim for each such violation.</p> <p>Member/Employee Signature Required _____ Date (Mo/Day/Yr) _____</p>						
<p>HR Dept. – Complete this section. Retain form for your records.</p>							
Dvsn ID	Billing Cat.	Date of Hire/Rehire	Hrs Worked Per Wk	Earnings \$ _____	Per: <input type="checkbox"/> Hour <input type="checkbox"/> Wk <input type="checkbox"/> Mo <input type="checkbox"/> Yr		

Beneficiary Information

- Your designation revokes all prior designations.
- Benefits are only payable to a contingent Beneficiary if you are not survived by one or more primary Beneficiary(ies).
- If you name two or more Beneficiaries in a class:
 1. Two or more surviving Beneficiaries will share equally, unless you provide for unequal shares.
 2. If you provide for unequal shares in a class, and two or more Beneficiaries in that class survive, we will pay each surviving Beneficiary his or her designated share. Unless you provide otherwise, we will then pay the share(s) otherwise due to any deceased Beneficiary(ies) to the surviving Beneficiaries pro rata based on the relationship that the designated percentage or fractional share of each surviving Beneficiary bears to the total shares of all surviving Beneficiaries.
 3. If only one Beneficiary in a class survives, we will pay the total death benefits to that Beneficiary.
- If a minor (a person not of legal age), or your estate, is the Beneficiary, it may be necessary to have a guardian or a legal representative appointed by the court before any death benefit can be paid. If the Beneficiary is a trust or trustee, the written trust must be identified in the Beneficiary designation. For example, "Dorothy Q. Smith, Trustee under the trust agreement dated _____."
- A power of attorney must grant specific authority, by the terms of the document or applicable law, to make or change a Beneficiary designation. If you have any questions, consult your legal advisor.
- Dependents Insurance, if any, is payable to you, if living, or as provided under your Employer's coverage under the Group Policy.