



**GROUP INSURANCE ENROLLMENT FORM
AND CHANGE REQUEST**

- New Employee
- Add/Increase Coverage
- Change Beneficiary
- COBRA
- Change Address
- Change Dependent Coverage
- Change Class or Status
- Terminate Coverage

Companion Use Only
Approved: Declined:
Date: _____
By: _____

TO BE COMPLETED BY EMPLOYER	Group No. (13 digit #)	DEPT/DIV	CLASS
Name of Employer (Use Name from Group Billing Notice or Master Application)			

TO BE COMPLETED BY EMPLOYEES

Social Security Number	Effective Date	Date Employed Full Time	Date of Birth	Hours Worked Per Week
	Month Day Year	Month Day Year	Month Day Year	

Your Name Last First M.I. Sex Female Male Weekly Monthly Annually (Do not include over-time or bonuses.)
Earnings \$ _____

Marital Status Single Married Occupation Your Home Address City State Zip Code

COMPLETE FOR LIFE AND/OR DISABILITY (If you decline coverage, complete the **Refusal of Group Insurance** section.)

COVERAGE REQUESTED Basic Life Insurance AD&D Dependent Life Insurance Short Term Disability
 Long Term Disability Voluntary LTD

Voluntary Life (Amount Selected) EMPLOYEE: Life \$ _____ AD&D \$ _____ SPOUSE: Life \$ _____ AD&D \$ _____ CHILD: Life \$ _____

Spouse Name: Last First Middle Birthdate Social Security Number
(Voluntary Life Only)

Beneficiary for Employee Coverage/Relationship: (Employee is beneficiary for spouse coverage.)
Last First Middle Relationship to Insured

COMPLETE FOR DENTAL

Is your spouse to be covered? Yes No

Dental Coverage Is For (Check Box Below):
 Employee Employee plus 1 (Spouse or Child) Employee plus 2 (Spouse Child or 2 Children) Employee plus 3 or more
 (If you decline coverage, complete the **Refusal of Group Insurance** section.)

Are you covered by other dental insurance? Yes No

Complete for Dependent Coverage			Student	Date of Birth	Gender	Do any of your dependents have any other dental coverage?	If Yes, Name of Carrier
Spouse Name	(Last)	(First)	(Middle Initial)	Y/N	/ /	M or F	
CHILDREN	1				/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	2				/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	3				/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFUSAL OF GROUP INSURANCE

I have been offered this insurance coverage and decline to purchase it at this time. I understand that in the event I desire such insurance at a later date, I will be required to furnish evidence of insurability at my own expense, and the company will have the right to refuse any request.

Coverage Refused (Check All That Apply): Basic Life AD&D Dependent Life Voluntary Life
 Short Term Disability Long Term Disability Voluntary LTD Dental Voluntary Dental

Date _____ Signature of Employee _____

FRAUD WARNING (Not Applicable in AZ, FL, GA, MD, OR, VA): 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 (in TX, may be committing) a fraudulent insurance act, which is a crime and subjects (in KS, which may be determined by a court of law to be a crime which subjects) such person to criminal and civil penalties.

FRAUD WARNING (FL only): 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.

I elect the above coverage which I have checked from those for which I am eligible, and I decline the above coverage which I have not checked from those for which I am eligible. If any contribution from me is necessary to pay part of the cost of the insurance, I authorize my employer to deduct the contribution from my wages.

In regards to the section entitled COMPLETE FOR DENTAL, the following statement applies: **"The policy provides dental benefits only. Review your certificate carefully."**

Date	Your Signature
	X

NOTICE TO PROPOSED INSURED – DETACH AND GIVE TO PROPOSED INSURED

In connection with your application for insurance as part of our normal underwriting procedure, an investigative consumer report may be obtained, including, if applicable, information as to character, general reputation, personal characteristics and mode of living. This information is obtained through personal interviews with your friends, neighbors and associates. Upon written request, received within a reasonable time, additional, detailed information concerning the nature and scope of this investigation will be provided.