

Check all boxes and complete all sections that apply. Return completed form to your Human Resources Department.

<b>APPLICANT</b>	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
<b>COVERAGE SECTION</b>	Check with your Human Resources Department about coverage options available to you and Evidence Of Insurability requirements.					
	<b>1. Life Insurance</b>					
	<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 \$ _____					
	<b>2. Voluntary Life Insurance</b>					
	<input type="checkbox"/> Voluntary Life <input type="checkbox"/> Voluntary Life with AD&D Your requested amount \$ _____					
	<b>3. Dependents Life Insurance</b>					
	<input type="checkbox"/> Spouse requested amount \$ _____ Spouse Name _____ Date of Birth _____ <input type="checkbox"/> Children requested amount \$ _____					
	<b>4. Accidental Death and Dismemberment (AD&amp;D) Insurance</b>					
<input type="checkbox"/> AD&D Employer paid amount \$ _____ <input type="checkbox"/> Voluntary AD&D Your requested amount \$ _____						
<b>5. Supplemental Life Insurance</b> Your requested amount \$ _____ Spouse requested amount \$ _____						
<b>6. Short Term Disability</b> <input type="checkbox"/> Employer Paid <input type="checkbox"/> Enhanced (Buy-up) <input type="checkbox"/> Voluntary STD						
<b>7. Long Term Disability</b> <input type="checkbox"/> Employer Paid <input type="checkbox"/> Enhanced (Buy-up) <input type="checkbox"/> Voluntary LTD						
<b>8. Dental (See below)</b> <input type="checkbox"/> Employer Paid <input type="checkbox"/> High Plan <input type="checkbox"/> Voluntary Dental						
<b>DENTAL</b>	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced 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) 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					
	<i>List dependents to enroll or delete.</i>		Sex		Date of Birth	
	(Last name if different, First, Middle Initial)		M	F		
	Spouse				Child 2	
	Child 1				Child 3	
<b>Dental Insurance Waiver: Contributory Dental Insurance</b> 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						
<b>BENEFICIARY</b>	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 of paper, this designation will also apply to coverage available through your Employer, if any, under Coverage Sections 4 and 5 above. Designations are not valid unless signed, dated, and delivered to the Employer during your lifetime. See page 2 for further information.					
	Primary – Full Name		Address		Soc. Sec. No.	Relationship % of Benefit
	Contingent – Full Name		Address		Soc. Sec. No.	Relationship % of Benefit
<b>CHANGE</b>	Use this section only when you wish to make a change after insurance becomes effective. Complete all boxes and sections that apply.					
	<input type="checkbox"/> Add Dependent <input type="checkbox"/> Delete Dependent		<input type="checkbox"/> Name Change		<input type="checkbox"/> Beneficiary Change	
Date of add/delete _____		Former name _____		<input type="checkbox"/> Other _____		
<b>SIGNATURE</b>	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.					
	Member/Employee Signature Required				Date (Mo/Day/Yr)	
<b>Human Resources Department – Complete this section. Retain form for your records.</b>						
Division ID	Billing Category	Date of Hire or Rehire	Hours Worked Per Week	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 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.