

# 2017

## GROUP BENEFIT ENROLLMENT & CHANGE FORM | NON-MEDICAL FOR ACTIVE EMPLOYEES



### INSTRUCTIONS:

Complete and submit this form to your employer to enroll and/or make changes in your and/or your dependent(s) WCIF benefits.

**THIS WILL REPLACE ANY BENEFIT ENROLLMENT INFORMATION YOU HAVE SUBMITTED IN THE PAST.**

Coverage Effective Date: 01/01/2017

THIS IS AN APPLICATION FOR (check one):

- Open Enrollment       New Employee       Change in Status  
 New Group       New Dependent

### SECTION I: EMPLOYEE INFORMATION

Last Name:	First Name:	Social Security #:	Date of Birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Status: <input type="checkbox"/> Single <input type="checkbox"/> Lawful Spouse or Domestic Partner	Hours Worked per Week:	
Address:	City:	State:	Zip:
Primary Phone (mandatory):	Alternate Phone:	Email Address (mandatory):	

EMPLOYEE NAME:

SECTION II: DEMOGRAPHIC & ELIGIBILITY CHANGE INFORMATION (existing employees only)

Complete the following to change existing enrollment information. If you are a new enrollee or do not have demographic or eligibility changes, proceed to Section III. NOTE: Some changes require additional documentation as noted.

Date of Event:

CHANGE (If you are only changing your name or address you may submit a Demographic Change Form)

Open Enrollment

Name

Address

Employment Status (causing change in benefit eligibility)

ADDITION of employee and/or dependent(s) coverage due to:

Newly acquired child due to birth, adoption, foster care placement, legal guardianship, or marriage

Marriage or registration of qualified Domestic Partnership + Attach copy of Marriage License, of Domestic Partnership (as applicable) Partnership registration documentation, or Affidavit

Court order or qualified medical child support order (QMCSO) + Attach copy of QMCSO

Loss of other group coverage + Attach copy of Proof of Loss

TERMINATION / DROP of dependent(s) coverage due to:

Divorce or termination of Domestic Partnership + Attach Notice to Employer of a Qualifying Event, and copy of Final Divorce Decree

Legal separation + Attach Notice to Employer of a Qualifying Event, and copy of Final Separation Agreement

Loss of eligibility for WCIF coverage + Attach Notice to Employer of a Qualifying Event

OTHER | EXPLANATION:

Table with 2 columns: Dependent(s) to be dropped (full name) and 4 numbered boxes for explanation.

SECTION III: PLAN ELECTION

DENTAL

Delta Dental of Washington | Plan:

Willamette Dental of Washington | Plan:

VISION

Vision Service Plan (VSP) | Plan:

VOLUNTARY LINES OF COVERAGE

See your Human Resources Department for the following enrollment forms:

- Voluntary Long Term Disability Buy-up (LTD Buy-up) - Voluntary Term Life (VTL)
- Voluntary Accidental Death & Dismemberment (VAD&D) - Voluntary Short Term Disability (VSTD)

SECTION IV: DEPENDENT ENROLLMENT

ENROLL THE FOLLOWING DEPENDENT(S):

Lawful Spouse or Domestic Partner | Marriage Date or Registration of Domestic Partnership:

Child(ren) to Age 26

DEPENDENT INFORMATION (Social Security Numbers (SSNs) are mandatory)

ENROLL IN:

Medical Dental Vision

Table for dependent information including Last Name, First Name, Gender, SSN, Date of Birth, Relationship, Same Address as Employee?, and enrollment checkboxes for Medical, Dental, and Vision.

**EMPLOYEE NAME:**

#2	Last Name:		First Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SSN:	Date of Birth:	Relationship:	Same Address as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if <b>NO</b> see below)				
#3	Last Name:		First Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SSN:	Date of Birth:	Relationship:	Same Address as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if <b>NO</b> see below)				
#4	Last Name:		First Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SSN:	Date of Birth:	Relationship:	Same Address as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if <b>NO</b> see below)				
#5	Last Name:		First Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SSN:	Date of Birth:	Relationship:	Same Address as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if <b>NO</b> see below)				

**DEPENDENT(S) - OTHER ADDRESS**

If you checked **NO** under "Same Address as Employee" for any of the above dependents, complete the following.

Address:	City:	State:	Zip:
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Dependents under other address (as listed above):  #1  #2  #3  #4  #5

For additional dependent(s) and/or additional dependent addresses please attach a separate sheet of paper.

### SECTION V: GROUP BASIC LIFE / ACCIDENTAL DEATH DISMEMBERMENT BENEFICIARY DESIGNATION (employer provides to all employees)

**In the event of my death all proceeds from my employer-paid group basic life / accidental death dismemberment insurance shall be paid to:**

<b>Primary Beneficiary</b> (full name):	Relationship:	Benefit %:
Address (Street, City, State, Zip):		SSN:
<b>Contingent Beneficiary</b> (optional):	Relationship:	Benefit %:
Address (Street, City, State, Zip):		SSN:

If you would like to designate additional beneficiaries, you may submit an expanded *Beneficiary Designation Form* available through your Human Resources or at <http://wcif.net/employees/forms>.

### SECTION VI: SIGNATURE

By signing this form, I declare that the information I have provided is true, complete, and correct. I understand that it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. WCIF may verify eligibility for myself and my family members. If I or my eligible dependent(s) choose to waive coverage, I understand that I/we can re-enroll during the annual open enrollment period. This form replaces all previous forms and submissions I have made for WCIF benefits.

Employee Name: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE NAME:**

**EMPLOYER SECTION ONLY**

Employer Name: Whitman County		BSI Account #: 115-COSS	Class Code (if applicable):	
Date of Hire:	Date Eligible for Benefits:	Annual Salary:	Approved by (administrator name):	Date Approved:

Special Note(s) / Direction(s):

**Delta Dental of Washington**

9706 4th Ave NE  
Seattle, WA 98115  
00497 00498 00500  
00501 00502 00478

**Vision Service Plan**

3333 Quality Drive  
Rancho Cordova, CA 95670  
30029829

**Willamette Dental of Washington Inc**

6950 NE Campus Way  
Hillsboro, OR 97124  
WA204

**Standard Insurance Company**

1100 SW 6th Ave  
Portland, OR 97204  
645273