

Group Enrollment / Change or Waiver Form

COBRA-If the individual is a continuee:

Qualifying Event \_\_\_\_\_

Date Of Event \_\_\_\_\_



MAILING ADDRESS:

PO BOX 81889, LINCOLN, NE 68501
800-659-2223 / FAX: (402) 466-0003

[X] START HERE PLEASE PRINT IN BLACK INK

POLICY AND DIV. # 010-

CERT.#

NAME AND ADDRESS OF EMPLOYER (Policyholder)

[ ] TO ENROLL

EMPLOYEE INFORMATION

SOCIAL SECURITY NUMBER

DEPT.#

EMPLOYEE'S LAST NAME, FIRST, MI

DATE OF BIRTH

[ ] MALE [ ] FEMALE

FULL TIME DATE OF HIRE

[ ] REHIRE - REHIRE DATE

OCCUPATION

HOURS WORKED EACH WEEK

ARE YOUR EARNINGS PAID: [ ] HOURLY OR [ ] SALARIED

STREET ADDRESS

CITY

STATE

ZIP

TYPE OF COVERAGE [ ] DENTAL [ ] VISION

MARITAL STATUS [ ] SINGLE [ ] MARRIED

ARE YOU COVERED FOR DENTAL INSURANCE UNDER ANOTHER PLAN? EMPLOYEE: [ ] YES [ ] NO

DEPENDENTS: [ ] YES [ ] NO

ARE YOU COVERED FOR VISION INSURANCE UNDER ANOTHER PLAN? EMPLOYEE: [ ] YES [ ] NO

DEPENDENTS: [ ] YES [ ] NO

DEPENDENTS TO BE INSURED:(0) [ ] NONE (1) [ ] SPOUSE ONLY (2) [ ] SPOUSE & CHILDREN (3) [ ] CHILD(REN) ONLY — # OF CHILDREN:

DEPENDENT COVERAGE INFORMATION. LIST ALL ELIGIBLE DEPENDENTS TO BE ADDED OR DELETED. (Employee must be enrolled to cover dependents)

PRINT FULL LEGAL NAME (LAST, FIRST, M)

(LIST ALL COVERED DEPENDENTS)

ADD

DROP

RELATIONSHIP

SEX

DATE OF BIRTH

SOCIAL SECURITY NUMBER

Table with 7 columns: Name, Add, Drop, Relationship, Sex, Date of Birth, Social Security Number. Row 1: SPOUSE

PLEASE SIGN (EMPLOYEE / POLICYHOLDER SIGNATURES)

As an employee, I hereby apply for, or waive (if indicated), group insurance, for which I am eligible or may become eligible. If contributions are required, I authorize my employer to deduct premiums from my salary.

[X] Employee Signature (Do Not Print) [X] Policyholder Signature

In several states, we are required to advise you of the following: Any person who knowingly and with intent to defraud provides false, incomplete, or misleading information in an application for insurance...

EMPLOYEE LATE ENTRANT DATE

Table with 4 columns: Rec. Code (A), Effective Date, Class, Dep. Code

DEPENDENT LATE ENTRANT DATE

[ ] TO CHANGE \*\*\*\*\*

[ ] NAME CHANGE

NEW NAME OLD NAME REASON EFFECTIVE DATE:

[ ] ADD DEPENDENT COVERAGE

IF DUE TO MARRIAGE, WHAT IS THE DATE OF MARRIAGE?

WAS SPOUSE COVERED FOR DENTAL AT HIS / HER PLACE OF EMPLOYMENT PRIOR TO REQUEST TO BE ADDED? [ ] YES [ ] NO

IF "YES," THE FOLLOWING INFORMATION IS NEEDED. LENGTH OF TIME SPOUSE

WAS INSURED UNDER HIS / HER EMPLOYER'S COVERAGE: REASON COVERAGE STOPPED:

DATE COVERAGE STOPPED:

[ ] DROP DEPENDENT COVERAGE NAME OF DEPENDENT: REASON: [ ] DIVORCE [ ] DEATH [ ] COVERAGE ELSEWHERE\*

ANNUAL ELECTION PERIOD [ ] OTHER: EFFECTIVE DATE:

NUMBER OF DEPENDENTS STILL COVERED: \*NAME OF DEPENDENT'S INSURANCE COMPANY

\*NAME OF DEPENDENT'S EMPLOYER [ ] TERMINATION EFFECTIVE DATE

[ ] TO WAIVE \*\*\*\*\*

IF YOU DO NOT WANT COVERAGE, COMPLETE THE WAIVER SECTION. THE WAIVER MAY NOT BE ALLOWED FOR THIS PLAN, CHECK WITH YOUR EMPLOYER.

I have been given an opportunity to apply for Group Insurance offered by my employer, and have decided not to accept the offer for:

[ ] myself (does not apply to TRUST policies) [ ] spouse only [ ] child(ren) only [ ] spouse and child(ren)

because Name of Insurance Co. & Employer of Dependent

Should I desire to apply for dental insurance in the future, I realize that a "late entrant" penalty may be applied.

**Note for California Residents:** California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance coverage.

**Note for Colorado Residents:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Note for Florida Residents:** 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.

**Note for New Jersey Residents:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Note for Oregon and Virginia Residents:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.

**Note for Pennsylvania Residents:** 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 subjects such person to criminal and civil penalties.

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## TIPS FOR FILLING OUT THIS FORM

### TO ENROLL

Missing, incomplete or illegible information can cause delays in adding new employees to the system and could create errors in billing. To ensure proper handling of your enrollment forms, please make sure the following areas are completed:

**Policy Name and Group Number** – to make sure plan members are added to the correct group.

**Department/Division Numbers** – so plan members are added in the proper locations, and appear in the appropriate section on the billing if the group has multiple departments or divisions.

**Social Security Numbers** – the most important identifier for plan members when calling in with claims or administrative questions. Please double check to make sure your social security number is accurate and written clearly.

**Full-time Employment Date** – needed so the correct effective date is calculated for new members.

**Class Number** – needed when the plan has more than one class of employees.

### TO CHANGE

**Changing Dependent Codes** – When adding or dropping dependents, please note whether this change is because of a “life event” or for some other reason. (Examples of life events: marriage, birth of a child, divorce . . . ) Please remember to include the date of the event. Late entrant status will be applied if a life event is not included. Be specific when changing status so all dependents who are still eligible will be covered.

### IMAGING

In order to provide better service, our administration system utilizes image technology. In the image environment, we scan your enrollment forms into our system, making them easier and faster to access. Better quality forms help us to process your enrollments faster. Unfortunately, certain forms are difficult or impossible to scan. The following list of helpful hints will make your forms easier to scan:

**Do:**

- 1) submit clear, legible enrollment forms.
- 2) underline or circle important information.
- 3) use blue or black ink.

**Don't:**

- 1) submit dark copies as they appear black on imaging.
- 2) highlight, which blackens the area so it cannot be read.
- 3) write on the top or bottom margins. This information is not always captured on the image system.