

**GROUP INSURANCE ENROLLMENT FORM  
AND CHANGE REQUEST**



P.O. Box 100102 • Columbia, S.C. 29202  
800-753-0404 (Phone) • 800-836-5433 (Fax)

- |  |  |
|--|--|
| <input type="checkbox"/> New Employee          | <input type="checkbox"/> Change Address            |
| <input type="checkbox"/> Add/Increase Coverage | <input type="checkbox"/> Change Dependent Coverage |
| <input type="checkbox"/> Change Beneficiary    | <input type="checkbox"/> Change Class or Status    |
| <input type="checkbox"/> COBRA                 | <input type="checkbox"/> Terminate Coverage        |

<b>Companion Use Only</b>	
Approved: <input type="checkbox"/>	Declined: <input type="checkbox"/>
Date: _____	
By: _____	

<b>TO BE COMPLETED BY EMPLOYER</b>		Group No. (10 digit #)	DEPT/DIV (3 digit #)	CLASS
Name of Employer (Use Name from Group Billing Notice or Master Application)				

<b>TO BE COMPLETED BY EMPLOYEES</b>												
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	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			(Do not include over-time or bonuses.)			
					<input type="checkbox"/> Female <input type="checkbox"/> Male	Earnings \$ _____						
Marital Status	Occupation	Your Home Address				City	State	Zip Code				
<input type="checkbox"/> Single <input type="checkbox"/> Married												

<b>COMPLETE FOR LIFE AND/OR DISABILITY</b>											
COVERAGE REQUESTED <input type="checkbox"/> Basic Life Insurance <input type="checkbox"/> AD&D <input type="checkbox"/> Dependent Life Insurance <input type="checkbox"/> Short Term Disability											
<input type="checkbox"/> Long Term Disability <input type="checkbox"/> Voluntary LTD											
<input type="checkbox"/> Voluntary Life											
(Amount Selected) EMPLOYEE:			Life \$ _____		AD&D \$ _____		SPOUSE: Life \$ _____		AD&D \$ _____		CHILD: Life \$ _____
Spouse Name: Last		First		Middle	Birthdate		Social Security Number				
<i>(Voluntary Life Only)</i>											
Beneficiary for Employee Coverage/Relationship: <i>(Employee is beneficiary for spouse coverage.)</i>											
Last		First		Middle	Relationship to Insured						

<b>COMPLETE FOR DENTAL AND/OR VISION</b>											
Coverage Requested: <input type="checkbox"/> Dental For Employee Only <input type="checkbox"/> Dental For Employee and Dependents											
<input type="checkbox"/> Vision For Employee Only <input type="checkbox"/> Vision For Employee and Dependents											
<b>Is your spouse to be covered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		Dental and/or Vision Coverage Is For (Check Box Below):								Are you or any of your dependents covered for dental insurance under another policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Employee		<input type="checkbox"/> Employee plus 1 <i>(<input type="checkbox"/> Spouse or <input type="checkbox"/> Child)</i>		<input type="checkbox"/> Employee plus 2 <i>(<input type="checkbox"/> Spouse <input type="checkbox"/> Child or <input type="checkbox"/> 2 Children)</i>		<input type="checkbox"/> Employee plus 3 or more			

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

<b>REFUSAL OF GROUP INSURANCE</b>											
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): <input type="checkbox"/> Basic Life <input type="checkbox"/> AD&D <input type="checkbox"/> Dependent Life <input type="checkbox"/> Voluntary Life											
<input type="checkbox"/> Short Term Disability <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Voluntary LTD <input type="checkbox"/> Dental <input type="checkbox"/> Voluntary Dental											

**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.

Date	Your Signature
	X