



# ENROLMENT / CHANGE FORM

**Employer / Plan Section (to be completed by the plan administrator)**

Company Name: \_\_\_\_\_ Division: \_\_\_\_\_ Policy No: \_\_\_\_\_

- Enrol Employee (Plan effective date: \_\_\_\_\_ )     Add Dependant: (Effective date: \_\_\_\_\_ )
- Reinstate Employee (Plan effective date: \_\_\_\_\_ )     Change Address
- Terminate Employee (Termination date : \_\_\_\_\_ )     Remove Dependant (Term. date: \_\_\_\_\_ )

**Employee/ Participant Details (to be completed by the employee)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M/F: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy): \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Coverage Status:    Single: \_\_\_\_\_    Couple: \_\_\_\_\_    Family: \_\_\_\_\_    Waived: \_\_\_\_\_

**Dependant Details (to be completed by the employee)**

(mm/dd/yyyy)

Spouse: Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Child 1: Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Child 2: Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Child 3: Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Child 4: Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Please indicate the name of any disabled dependants: \_\_\_\_\_

**Please indicate below, if dependants are full time students and over age 21.**

**Attach the registration letter, which confirms full-time enrolment .**

Name of Over Age Student	College/University Attended	Enrolled From	Enrolled To
_____	_____	_____	_____
_____	_____	_____	_____

**Co-ordination of Benefits / Refusal of Coverage (to be completed by the employee)**

If you and/or your dependants are presently insured for Health Care and/or Dental benefits under your spouse's group policy you may co-ordinate benefits or refuse coverage under this contract by completing the appropriate areas.

My spouse has coverage through \_\_\_\_\_(insurance company)    Policy no. \_\_\_\_\_

- I wish to co-ordinate coverage with my spouse's plan    Health \_\_\_\_\_    Dental \_\_\_\_\_    Vision \_\_\_\_\_
- I refuse insurance on myself and dependants under:    Health \_\_\_\_\_    Dental \_\_\_\_\_    Vision \_\_\_\_\_
- I refuse insurance on my dependants under:    Health \_\_\_\_\_    Dental \_\_\_\_\_    Vision \_\_\_\_\_

**\*Please complete page 2 of this form, in its entirety.**

**Stop Loss - If applicable (to be completed by the employee)**

As part of the Health benefit provided through my employer (myself and my dependants) wish to be insured under the group insurance stop loss protection program.

Note: For consideration under this policy the following questions must be completed.

1. Have you or any of your dependants, on an individual basis, incurred more than 75% of the stop loss level being applied for, in health expenses, in the last twelve (12) month period?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, the approximate amount incurred \$ \_\_\_\_\_

Name of applicable person (dependant): \_\_\_\_\_ DOB: \_\_\_\_\_

**Electronic Funds Transfer**

Branch Transit Number: \_\_\_\_\_

Bank Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

**Signature (to be completed by the employee)**

I hereby authorize the release of medical claims information solely for the purposes of determining eligibility and validating claims under this policy. I understand that this information can be forwarded to any other third party and will only be used for determining eligibility and validating the claim according to the terms of the Group Insurance Stop Loss Policy.

By enrolling in this plan I am authorizing the applicable insurance carriers, agents and service providers to use and exchange information collected in this form to underwrite, administer and adjudicate claims. I also authorize my plan sponsor to use this same information for benefits administration and to make any necessary payroll deductions, which may be required.

Employee / Subscriber Signature: \_\_\_\_\_

Employee / Subscriber Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

**For Plan Administrator Use**

- Information entered using Online Access.
- Keep the original form for your records.