Combined insurance enrollment form

Complete entire form to enroll or make changes.

Employer - Please note that failure to fully complete this form may result in this form being returned to you and will delay the processing of the form. Please proof this form carefully.

Employer

Employer to complete this section and send completed form to AWC at benefitinfo@awcnet.org or fax to 360.753.0149 or mail to 1076 Franklin Street SE, Olympia, WA 98501-1346

Employer name **City of Oak Harbor** | Date of hire | Effective date of change

Employee's occupation | Class/bargaining unit

Salary ☐ Annual $ ☐ Monthly $ ☐ Weekly $ ☐ Hourly $

Enrollment

- ☐ New hire
- ☐ New group
- ☐ Open enrollment January 1

Changes

Has there been a change that affects your insurance? Check **all the changes** that apply to you **and complete the entire form.**

☐ Name ☐ Address ☐ Marriage ☐ Domestic Partnership ☐ Divorce ☐ Legal separation ☐ Beneficiary

☐ Other (be specific) _____

☐ Add dependent (check reason) ☐ Marriage ☐ Domestic Partnership ☐ Newborn

☐ Other reason (be specific) _____

☐ Drop dependent Comments _____

Employee

Please print legibly in blue or black ink.

SSN | Employee Name (last, first, initial) | Date of birth | Gender

☐ Single ☐ Married Date married: _____ ☐ Divorced Date divorced: _____

☐ Domestic partnership ☐ Partnership termination

Date met DP criteria: _____ Date terminated: _____

Home/mailing address | Phone (with area code)

City | State | Zip | Email address

Type of coverage requested (check all that apply): ☐ Medical ☐ Dental ☐ Vision ☐ Life ☐ Long-term disability ☐ EAP

Carriers and specific plans are listed on the back of this form.

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No If yes, complete below.

Name of other insurance company | Type of insurance (medical. dental, etc.) | Group# | Policy #

Effective date _____ Termination date _____

Insured's SSN _____ Name (last, first, initial) _____

Your signature is required on page 3 of this form.

Spouse/ Domestic Partner

Please list spouse/domestic partner who should be covered on your insurance. Leaving them off will terminate coverage. Proof of dependency will be requested, including, but not limited to, marriage certificate, affidavit of marriage/domestic partnership, joint ownership documents.

SSN | Spouse/DP name (last, first, initial) | Date of birth | Gender

Type of insurance requested: ☐ Medical ☐ Dental ☐ Vision ☐ Life

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No If yes, complete below.

Name of insurance company | Type of insurance (medical. dental, etc.) | Group# | Policy #

Effective date _____ Termination date _____ Phone # _____

Dependents

Please list all dependents that should be covered on your insurance. Leaving them off the form will terminate coverage. Proof of dependency will be requested, but not limited to, birth certificate, adoption papers. **Medical, dental & vision**: A dependent is a child, stepchild or adopted child; less than age 26 or prior to age 26 was incapable of self-support due to developmental disabilities or physical handicap (proof of incapacity required). **Life**: A dependent is a child, stepchild or adopted child from birth but less than age 26.

Please check all appropriate boxes and fill in the appropriate blanks.
For additional dependents, please fill out additional forms and alter "Dependent #____."

Dependent #1

Name (last, first, middle initial)

SSN

Gender | Date of birth | Relationship to insured

Type of insurance requested:
☐ Medical ☐ Dental ☐ Vision ☐ Life

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) | SSN of insured

Group/policy # | Effective date | Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides
Last, first, initial

SSN

Home address | Home phone

City | State | Zip

Dependent #2

Name (last, first, middle initial)

SSN

Gender | Date of birth | Relationship to insured

Type of insurance requested:
☐ Medical ☐ Dental ☐ Vision ☐ Life

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) | SSN of insured

Group/policy # | Effective date | Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides
Last, first, initial

SSN

Home address | Home phone

City | State | Zip

Dependents

Please list all dependents that should be covered on your insurance. Leaving them off the form will terminate coverage. Proof of dependency will be requested, but not limited to, birth certificate, adoption papers. **Medical, dental & vision**: A dependent is a child, stepchild or adopted child; less than age 26 or prior to age 26 was incapable of self-support due to developmental disabilities or physical handicap (proof of incapacity required). **Life**: A dependent is a child, stepchild or adopted child from birth but less than age 26.

Please check all appropriate boxes and fill in the appropriate blanks.
For additional dependents, please fill out additional forms and alter "Dependent #____."

Dependent #3

Name (last, first, middle initial)

SSN

Gender Date of birth Relationship to insured

Type of insurance requested:

☐ Medical ☐ Dental ☐ Vision ☐ Life

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) SSN of insured

Group/policy # Effective date Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides

Last, first, initial

SSN

Home address Home phone

City State Zip

Dependent #4

Name (last, first, middle initial)

SSN

Gender Date of birth Relationship to insured

Type of insurance requested:

☐ Medical ☐ Dental ☐ Vision ☐ Life

Are you adding this coverage due to a recent loss of coverage? ☐ Yes ☐ No

If yes, name of other insurance company & type (medical, dental, etc.)

Name of insured (last, first, initial) SSN of insured

Group/policy # Effective date Termination date

Does he/she live with you? ☐ Yes ☐ No

If no, name of person with whom he/she resides

Last, first, initial

SSN

Home address Home phone

City State Zip

Life insurance beneficiaries

For life insurance policies as underwritten by Standard Life Insurance only. Please note that in community property states, including Washington, the spouse has legal right to 50% of the benefits, in the event of the employee's death.

Name of primary beneficiary (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #1 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #2 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #3 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Your signature is required

I hereby verify that all of the information specified on this form is accurate and complete. By signing below, I have authorized the release of information for myself and my dependents listed on this form to the carriers (listed on back of this form) that cover me and my family members (if applicable). Please note that failure to fully complete this enrollment form may result in this form being returned to you and will delay processing of the form.

I hereby apply for coverage under the contract between the respective insurance company and my employer and AWC, and I agree with the terms of the contract. I also apply for the same coverage for my spouse/ domestic partner and/ or dependents listed on this application. I certify that my dependents and I meet all the eligibility criteria set forth in the outline or benefits and/or the Contract.

I acknowledge and understand my health plan may request or disclose health information about me or my dependents (persons who are eligible for benefits coverage and are listed on the enrollment form) for the purpose of facilitating health-care treatment, payment or for the purpose of business operations necessary to administer health-care benefits; or as required by law.*

Health information requested or disclosed may be related to treatment or services performed by: A physician, dentist, pharmacist or other physical or behavioral health care practitioner; A clinic, hospital, long-term care or other medical facility; Any other institution providing care, treatment, consultation, pharmaceuticals or supplies; or An insurance carrier or group health plan.

Health information requested or disclosed may include, but is not limited to: claims records, correspondence, medical records, billing statements, diagnostic imaging reports, laboratory reports, dental records, or hospital records (including nursing records and progress notes).

This acknowledgment does not apply to obtaining information regarding psychotherapy notes. A separate authorization will be used for psychotherapy notes.

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**For more information about such uses and disclosures, including uses and disclosures required by law, please refer to the individual insurance carrier Consumer Privacy Notices by contacting the carrier directly.*

Signature _____

Date _____

Select benefits on the next page.

Employee plan enrollment (Please check all that apply.)

Medical

1800 Ninth Ave
Seattle, WA 98101

☐ **Regence BlueShield**
- ☐ AWC HealthFirst® 250
- ☐ High Deductible Health Plan

601 Union St., Suite 3100
Seattle, WA 98101

☐ **Kaiser Foundation Health Plan of Washington**
- ☐ $200 Deductible Plan

☐ **Decline medical coverage**

Dental

Delta Dental of Washington

9706 Fourth Ave NE
Seattle, WA 98115

Delta Dental of Washington
Basic (0177)
☐ Plan E

Orthodontia (Children)
☐ Option II

Life

1100 SW 6th Ave
Portland, OR 97204

Standard Insurance Company
- ■ Basic life $ 25,000
- ■ Accidental Death & Dismemberment
- ☐ Dependent life
  - ☐ Plan option 4
- ☐ Employee additional life
  $ _____
  Note: EOI form required if over $80,000.
- ☐ Spouse additional life
  $ _____
  Note: Cannot exceed 50% of employee additional life. EOI required, if over $20,000.

Vision

3333 Quality Drive
Rancho Cordova, CA 95670

Vision Service Plan (071038Z2)
■ $25 copay

Employee Assistance Program

NBC Tower
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322

ComPysch
■ 1-3 sessions - Included when enrolled on any AWC Trust plan

Long-term disability

1100 SW 6th Ave
Portland, OR 97204

Standard Insurance Company
■ 90-day: 60% benefit