



<b>EMPLOYER USE (MANDATORY DATA NEEDED): In order for the insurance company to process this form, the employer must complete this information.</b>		
EMPLOYER _____	POLICY# _____	
ADDRESS _____	CONTACT _____	
CLASS _____	LOCATION/PAYCODE # _____	DATE OF HIRE _____ ANNUAL SALARY _____ VERIFIED BY _____
REASON FOR REQUEST: <input type="checkbox"/> LIFE STATUS CHANGE <input type="checkbox"/> ONGOING ENROLLMENT EVENT <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> LATE ENTRANT		
	VOLUNTARY EMPLOYEE	VOLUNTARY SPOUSE
NEW COVERAGE (TOTAL)		
CURRENT COVERAGE		
GUARANTEED COVERAGE PORTION OF REQUESTED INCREASE		
AMOUNT SUBJECT TO MEDICAL EVIDENCE		

Please print (preferably in black ink).

**EMPLOYEE SECTION**

Mr.  Mrs.  Ms. (Check One)  
 Employee Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Employee ID Number \_\_\_\_\_ Sex:  M  F

**COMPLETE IF ELECTING SPOUSE COVERAGE**

I am currently married and my date of marriage is \_\_\_\_\_  
*Spouse Information* Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Birthdate \_\_\_\_\_ Sex:  M  F

**I WISH TO MAKE THE FOLLOWING CHANGES TO MY LIFE INSURANCE COVERAGE**

See your life insurance brochure/application for the coverage election options for your plan. When selecting new coverage amounts, please ensure that your election(s) match the amounts, salary multiples or unit increments described in your brochure and/or application.

**CHECK THE APPROPRIATE BOXES:**

- Increase, decrease or begin coverage on the following individuals as indicated below:**  
 (Complete the medical questions on the next page if you are electing or increasing coverage for yourself or your spouse.)

	<u>Current</u> Voluntary Coverage	<u>New</u> Voluntary Coverage	<u>Total</u> Voluntary Coverage
<input type="checkbox"/> Employee			
<input type="checkbox"/> Spouse			
<input type="checkbox"/> Child(ren)			

Answer if your plan includes smoker/non-smoker rates:

Have you smoked or used any form of tobacco in the last 12 months? Employee:  Yes  No Spouse:  Yes  No

**Life Status Change**

If this change is being made due to a Life Status Change, please check one of the following, and provide date of change.

- Marriage  Divorce  Annulment  Legal Separation  Birth or Adoption of a Child  Death of a Spouse or Child  Leave of Absence  
 Change in Spouse's Employment  Return to or from Military Duty  Change from full to part-time (or vice-versa)

Date of Life Status Change \_\_\_\_\_

**Cancel coverage on the following individuals:**

Employee  Spouse  Child(ren) Effective Date of Cancellation \_\_\_\_\_

**Cancel the Automatic Increase Option**

**Name Change: (Current Name / New Name)**

Employee \_\_\_\_\_ / \_\_\_\_\_  
 Spouse \_\_\_\_\_ / \_\_\_\_\_

**Reminder:** If you'd like to designate new beneficiaries, please complete a Beneficiary Form.

**ACCEPTANCE / DECLINATION**

I accept the insurance coverage(s) chosen above. If premiums are to be paid by payroll, I authorize my employer to deduct the needed amounts from my earnings.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Month/Day/Year

**Sign Here**

**Important: You must also sign and date the Agreements and Authorization section.**

**IMPORTANT**  
**Please complete each section that follows if it is needed.**  
**Read the Agreements and Authorization. Sign and date the form in the space provided.**

*Complete the employee and spouse info in this section if you (i.e., the Employee) or your spouse are applying for/increasing Life Insurance: (1) exceeding the guaranteed amount, or (2) due to a reinstatement.*

**Height and Weight Information**

Employee	Spouse
Height      ft      in	Height      ft      in
Weight                      lbs	Weight                      lbs

**PHYSICIAN SECTION**

**Employee Physician**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Spouse Physician**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please indicate your answers for each question by checking the Yes or No box for the question.**

**SECTION A**

**Within the last 5 years has the proposed insured been:**

- diagnosed with any of the conditions shown in items A through J below,
- told by a medical professional he/she has or may have any of the conditions shown in items A through J below,
- or been treated by a medical professional for any of the conditions shown in items A through J below?

	Employee		Spouse	
	Yes	No	Yes	No
A. High blood pressure, heart attack, chest pain or Angina, a heart murmur, poor circulation or any other condition affecting the heart or circulatory system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Diabetes, glandular condition, Hepatitis, or any condition affecting the esophagus, stomach, intestines, liver or pancreas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Asthma, Chronic Bronchitis, Emphysema, or any other condition affecting the lungs or respiratory tract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Any condition affecting the kidneys, urinary tract, prostate gland or reproductive system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. HIV infection, AIDS, or any other condition affecting the immune system or lymph nodes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Stroke, Transient Ischemic Attack (TIA), Alzheimer's disease, paralysis, Epilepsy, fainting, seizures, headaches, or other condition affecting the nervous system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Anemia or any other condition affecting the blood, Lupus, Arthritis, deformity or loss of limb?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Anxiety, Depression, Bipolar Disorder, or any other mental disorder or condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Cancer, Tumor, Leukemia, Hodgkin's Disease, Polyps or Mole?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Alcohol or drug abuse or dependency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION B**

**Within the last 5 years has the proposed insured:**

A. Had a Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or Operating Under the Influence (OUI) conviction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Smoked cigarettes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. For how many years has the proposed insured smoked?	_____	_____	_____	_____
2. Approximately how many cigarettes are, or were, smoked on average per day?	_____	_____	_____	_____
3. If cigarette smoking has been discontinued, when (month and year) did the proposed insured quit smoking?	_____	_____	_____	_____
C. Used any controlled or illegal drug or other substance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Been seen for, or been advised to have sought treatment for, observation and/or consultation for surgery, medical examination, and/or tests, such as blood, urine, X-rays, electrocardiograms, scans, biopsies, or any medical tests/exams not listed here or above, other than normal routine physical exams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Used any medication prescribed by a physician or other medical practitioner, or used any form of alternative and complementary medical treatment or remedy, including herbs or acupuncture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Been seen, sought treatment for, consulted, advised they had and/or received any medical advice from a health care practitioner for any disease, disorder and/or medical impairment not listed above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Use the space below to explain "Yes" answers. If more space is needed, use a new page. Sign and date it. Attach it to this form.*

Name of Employee/Spouse	Condition	Date Occurred	Duration/Treatment Received	Current Status

**Caution:** Any person who, knowingly and with intent to defraud any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act.

**Important:** You must also sign and date the Agreements and Authorization section.

**Fold and staple this page to conceal health questions.**

**Return to your employer. Be sure to make a copy for your own records.**

◆◆◆ AGREEMENTS AND AUTHORIZATION ◆◆◆

To the best of my knowledge and belief all written, telephonic and electronic info I gave is true and complete. I understand that my insurance will not go into effect unless I am actively at work on the effective date. I also understand that coverage for each of my dependents will not go into effect unless the person is not confined in a hospital or institution, or receiving certain medical treatment. The conditions for the requested insurance to be effective are described in the policy and certificate. The approval of this request by the Insurance Company is one of those conditions. I understand and agree that:

- (1) This request will be a part of the policy that provides the insurance.
- (2) I may need to provide more medical info.
- (3) I may need to take medical tests and report the results to the Insurance Company.
- (4) I must report any change in my health that happens before the insurance is effective.
- (5) Requested insurance will not be effective for a person if the person does not meet the underwriting requirements on the date insurance is to be effective.

**Authorization.** I permit any hospital, clinic, health care practitioner, pharmacy, benefit manager, employer, insurance company, the Medical Information Bureau (MIB) or any other person or organization having info about the health, medical history, physical or mental condition, diagnosis or treatment, employment or income, or motor vehicle driving record, of me or my children to disclose to the Insurance Company or its authorized agent, any such info, for the purpose of underwriting this application for insurance or administering any claim under any insurance which is approved.  This authorization is valid for 30 months from the date below. I accept that a copy of this Authorization is as valid as the original.

I understand that I and/or my authorized agent have the right to receive a copy of this authorization upon request.

I understand that the info will be used to assess my request for insurance.

I may revoke this authorization at any time in writing. Any such revocation will not: (1) change any action taken in reliance on the Authorization; and (2) change the Insurance Company's right to use the Authorization for contest of a claim or policy in accordance with applicable law.

I understand that info provided pursuant to this authorization may be disclosed by the recipient and is no longer subject to the protections of the Health Insurance Portability and Accountability Act (HIPAA). (The Insurance Companies are subject to the Gramm-Leach-Bliley act and state privacy laws. They do not disclose protected information except as permitted by those laws.)

 **Sign Here** \_\_\_\_\_ *Employee's Signature* \_\_\_\_\_ *Month/Day/Year* \_\_\_\_\_ *Spouse's Signature* \_\_\_\_\_ *Month/Day/Year* \_\_\_\_\_  
*(If applying for insurance for your spouse)*

**Notice:** Personal information may be collected from persons other than those proposed for coverage. Information may be disclosed to third parties without your authorization as permitted by law. You have the right to access and correct all personal information collected. Additional information about the insurance company's privacy practices is available upon request.