

Benefit Enrollment Form



1. TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT) AND MAIL TO MARY GALWAY AT THE ABOVE ADDRESS OR FAX TO 1.888.584.6789

Member/Employee		SIN				
Municipality _____		Division _____				
Date of Birth		Gender: Male Female				
DAY	MON	YR				
Spouse		Birth Date		Sex M/F	Children Status if over age 21 S = Student D = Disabled	Member/Employee Address Street: _____ City or Town: _____ Province: _____ Postal Code: _____ Telephone #: _____
		Day	Mon			
Dependent Children						

2. BENEFITS	A. Dental: Single Family B. Health: Single Family C. Optional Benefits	Optional Benefits: Critical Illness: Pre-approved Member: \$30,000 Spouse: \$30,000 Children: \$20,000 each Smoker Non-smoker Smoker Non-smoker
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3. WAIVER OF BENEFITS <small>Your ability to waive benefits is governed by the Group Benefits Plan</small>	I DO NOT require Health Dental as I am currently covered through my spouse's plan, or an alternative plan as indicated below. I understand that to enrol at a later date I may have to provide evidence of insurability. Employer _____ Insurance Company _____ X Signature of Insured _____ Date ____/____/____ DAY MON YR
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4. CO-ORDINATION OF BENEFITS	With Co-ordination of Benefits, you may be able to obtain reimbursement up to 100% of your eligible expenses. Please indicate coverage level (single/couple/family), your spouse/dependent has with another insurance provider Name of Family Member: _____ Insurance Company: _____ Health: Single Couple Family Policy Number: _____ Dental : Single Couple Family
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5. BENEFICIARY DESIGNATION <small>Applies to Basic Life, Basic AD&D as well as any Optional Life and Optional AD&D, unless otherwise stated</small>	I name the following Beneficiary and reserve the right to change or cancel this at a later date If Beneficiary is under 18, please name Trustee _____ Date of Birth DAY MON YR In the event that my Beneficiary predeceases me, the following Contingent Beneficiary shall be entitled to the benefits: Name: _____ Date of Birth DAY MON YR X Signature of Insured _____ Date ____/____/____ DAY MON YR
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6. I hereby apply for benefits under my Employer's plan and authorize any required payroll deductions. I consent to the use of my Social Insurance Number by any insurer or administrator for record keeping, file identification, and/or reporting purposes.	
X Signature of Insured _____	Date ____/____/____ DAY MON YR

Do you wish to apply for OPTIONAL (employee-paid) life insurance? YES NO If Yes: For self For spouse
 Do you wish to apply for OPTIONAL (employee-paid) Accidental Death and Dismemberment insurance? YES NO If Yes: For self For spouse
IF YOU HAVE INDICATED "YES" YOU WILL BE CONTACTED BY THE PLAN ADMINISTRATOR WITH FURTHER INFORMATION

7. TO BE COMPLETED BY EMPLOYER (PLEASE PRINT)	
<input type="checkbox"/> Full-time Permanent <input type="checkbox"/> Part-time Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Elected Members <input type="checkbox"/> Early Retiree <input type="checkbox"/> Retiree Over 65	
Annual Earnings: \$ _____	Earnings per: <input type="checkbox"/> Hour \$ _____ <input type="checkbox"/> Week \$ _____ <input type="checkbox"/> Month \$ _____
Date of Hire ____/____/____ DAY MON YR	Effective Date of Coverage ____/____/____ DAY MON YR

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