

**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        |

**Companion Use Only**  
Approved:  Declined:   
Date: \_\_\_\_\_  
By: \_\_\_\_\_

<b>TO BE COMPLETED BY EMPLOYER</b>	Group No. (13 digit #)	DEPT/DIV	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	
\$ _____			\$ _____		\$ _____			\$ _____		CHILD: \$ _____	
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>		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 <input type="checkbox"/> Spouse or <input type="checkbox"/> Child		<input type="checkbox"/> Employee plus 2 <input type="checkbox"/> Spouse <input type="checkbox"/> Child or <input type="checkbox"/> 2 Children		<input type="checkbox"/> Employee plus 3 or more			<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Complete for Dependent Coverage</b>				<b>Full-time</b>	<b>Date of Birth</b>	<b>Gender</b>	<b>Do any of your dependents have any other dental coverage?</b>	<b>If Yes, Name of Carrier</b>
<b>Spouse Name</b>	(Last)	(First)	(Middle Initial)	<b>Student Y/N</b>	/ /	<b>M or F</b>	<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	

**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.

I elect the above coverage which I have checked from those for which I am eligible, and I decline the above coverage which I have not checked from those for which I am eligible. If any contribution from me is necessary to pay part of the cost of the insurance, I authorize my employer to deduct the contribution from my wages.

Date	Your Signature
	X

**NOTICE TO PROPOSED INSURED – DETACH AND GIVE TO PROPOSED INSURED**

In connection with your application for insurance as part of our normal underwriting procedure, an investigative consumer report may be obtained, including, if applicable, information as to character, general reputation, personal characteristics and mode of living. This information is obtained through personal interviews with your friends, neighbors and associates. Upon written request, received within a reasonable time, additional, detailed information concerning the nature and scope of this investigation will be provided.