

# Existing Group Enrollment and Change Form



Please complete, sign and date this form.

EMPLOYER INFORMATION				
Group Name:		CoPower ID:		
Contact Person:		Contact E-mail:		
Contact Phone: (    ) -				
EMPLOYEE INFORMATION				
First Name:	Last Name:	Suffix:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Date of Birth:    /    /	SSN:    -    -	Date of Hire:    /    /		
Street Address:				
City:		State:	Zip:	
Phone Number: (    ) -		Effective Date (1 <sup>st</sup> of the month ONLY):    /    /		
Employee E-mail:				
REASON FOR ENROLLMENT OR CHANGE (Check One)				
<input type="checkbox"/> New Group Enrollment				
<input type="checkbox"/> Open Enrollment (review group plan contract to verify availability)				
<input type="checkbox"/> New Hire ( <i>Effective 1<sup>st</sup> of the month following eligibility period</i> )				
<input type="checkbox"/> Re-hire				
<input type="checkbox"/> Part Time to Full Time		Hire Date:    /    /	F/T Date:    /    /	
<input type="checkbox"/> Loss of Coverage (requires proof of loss of coverage – a letter from carrier or employer)				
<input type="checkbox"/> Fed-COBRA Enrollment:		Qualifying Event Date:    /    /		
<input type="checkbox"/> Name or SSN Change		Previous Name or SSN:		
<input type="checkbox"/> Employee Address Change:				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Dependent Change: Reason:		Qualifying Event Date:    /    /		
PRODUCT SELECTION(S)				
Bundled Plans <input type="checkbox"/> CoPower ONE PPO <input type="checkbox"/> CoPower ONE HMO <input type="checkbox"/> CoPower SUITE PPO <input type="checkbox"/> CoPower SUITE HMO				
Dental (D)	Delta:	<input type="checkbox"/> PPO	<input type="checkbox"/> HMO	<input type="checkbox"/> Premier
	MetLife:	<input type="checkbox"/> PPO	<input type="checkbox"/> HMO	<input type="checkbox"/> <i>SELECT</i>
	Anthem:	<input type="checkbox"/> PPO	<input type="checkbox"/> HMO	
	Plan Name:			
<b>HMO ONLY</b>				
Office Name:				
Office ID #:				
MetLife HMO does not assign provider				
Vision (V)	<input type="checkbox"/> Anthem <input type="checkbox"/> VSP <input type="checkbox"/> MetLife			
Plan Name:				
Life (L)	<input type="checkbox"/> Anthem Life <input type="checkbox"/> Unum Life* <input type="checkbox"/> Unum LTD    *Use Unum Voluntary Life app for voluntary life plans.			
	<input type="checkbox"/> MetLife Life <input type="checkbox"/> MetLife LTD <input type="checkbox"/> MetLife STD <input type="checkbox"/> MetLife (voluntary)			
	Plan Name:			
Life Amount:	\$	.00	Est. Annual Salary (Round up to 100) \$ .00	
Landmark (LM)	<input type="checkbox"/> Chiropractic ONLY <input type="checkbox"/> Chiropractic + Acupuncture <input type="checkbox"/> Acupuncture ONLY			

<b>SPOUSE/DOMESTIC PARTNER TO BE ENROLLED OR TERMINATED:</b>			
<input type="checkbox"/> Enroll <input type="checkbox"/> Term		Relationship to Employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner	
First Name:		Last Name:	Suffix
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:        /        /	
Plan Selection(s): <input type="checkbox"/> CoPower ONE <input type="checkbox"/> CoPower SUITE <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life <input type="checkbox"/> Landmark			
Address (if different):			
City:		State:	Zip:
<b>DEPENDENT CHILD(REN) TO BE ENROLLED OR TERMINATED:</b>			
<input type="checkbox"/> Enroll <input type="checkbox"/> Term		Relationship to Employee: <input type="checkbox"/> Child <input type="checkbox"/> Disabled Child	
First Name:		Last Name:	Suffix
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:        /        /	
Plan Selection(s): <input type="checkbox"/> CoPower ONE <input type="checkbox"/> CoPower SUITE <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life <input type="checkbox"/> Landmark			
Address (if different):			
City:		State:	Zip:
<input type="checkbox"/> Enroll <input type="checkbox"/> Term		Relationship to Employee: <input type="checkbox"/> Child <input type="checkbox"/> Disabled Child	
First Name:		Last Name:	Suffix
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:        /        /	
Plan Selection(s): <input type="checkbox"/> CoPower ONE <input type="checkbox"/> CoPower SUITE <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life <input type="checkbox"/> Landmark			
Address (if different):			
City:		State:	Zip:
<input type="checkbox"/> Enroll <input type="checkbox"/> Term		Relationship to Employee: <input type="checkbox"/> Child <input type="checkbox"/> Disabled Child	
First Name:		Last Name:	Suffix
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:        /        /	
Plan Selection(s): <input type="checkbox"/> CoPower ONE <input type="checkbox"/> CoPower SUITE <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Life <input type="checkbox"/> Landmark			
Address (if different):			
City:		State:	Zip:
<b>EMPLOYEE SIGNATURE:</b>		<b>SIGNATURE DATE:</b>	/        /