

# Bloom-Carroll Local Schools

## Insurance Enrollment Form Completion

Please complete the form on the next page as follows:

### Section A

Payroll will complete the location and dates section.

Complete the *Application is for:* (check the appropriate box) section.

If you are only changing your name or address, you can complete section B and skip the remaining sections. Then sign under acceptance.

If you are completing a new enrollment, enrollment change or terminating any coverage, please complete the entire form.

### Section B

Complete all information in this section.

### Section C

Complete the information for each dependent that you want covered. Please be sure to include all information as it is required to enroll each dependent. The form will be sent back to you if this section is not complete.

### Section D

Select the coverage that you want. You are not required to take all or none. For example, you can elect medical but not dental or vision or you can elect family medical and enrollee only vision, etc. Select Bloom Carroll (the Bronze Plan is not an option we use). If you are not electing that coverage type, please check the *waive* box.

Life Insurance: The school board provides you with a life insurance policy of \$40,000 that is board paid. You will see this on your pay notification at a cost of \$1.90 per pay. It will have an \* beside the cost. All items on your pay notification that have an \* is a board paid amount. If you wish to elect additional life insurance coverage, you can elect that coverage at an additional cost to you. The information and cost for this can be found on the District website under Forms/Employee Benefit Notices and Forms/Additional Life Insurance Form.

The sections listed as Supp. ADAD/Spouse and Supp. ADAD/Child(ren) are elections to select if you want to purchase additional life insurance for your spouse or child(ren). You can only select these options if you elect additional life insurance for yourself. Please let Payroll/Benefits know that you are electing additional coverage and in what amount.

### Section E

Complete this section regarding any other insurance coverage for your spouse or child(ren).

### Section F

Complete this section to list your beneficiary(ies).

Sign and date the Acceptance section stating that you are electing coverage OR Sign and date the Declination section if you are not electing coverage .

Please ignore the Pre-Tax Contribution Section as this is not offered at Bloom-Carroll

When submitting this form and any required documentation to the Payroll/Benefits department, please communicate your intentions for coverage so a verification can be made that the form is completed correctly.

Please contact Payroll/Benefits with any questions: [cheryl.haile@bloomcarroll.org](mailto:cheryl.haile@bloomcarroll.org) x46711

614-834-6711

**Bloom Carroll Local Schools**

**A. EMPLOYER INFORMATION:**

Location	Hire Date	Start Date	Effective Date		Basic Life/AD&D Employee	Supp. Life Employee	Supp ADAD Employee
	/ /20	/ /20	/ /20		\$	\$	\$

Application is for:  New Enrollment  Enrollment Change (if change, check below)  Termination Reason: \_\_\_\_\_

Add Spouse  Add Child(ren)  Drop Spouse  Drop Child(ren)  Change Name  Change Address

**B. EMPLOYEE INFORMATION:**

Last Name	First Name / MI	Sex	Date of Birth	Social Security #	Phone #
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Mo/Day/Yr / /	- -	
Street Address	City	State	Zip Code	E-mail Address	

**C. DEPENDENT INFORMATION: (List all dependents to be covered under your chosen plan)**

Last Name	First Name / MI	M/F	Date of Birth	Social Security #	Relationship	Add/Drop
			/ /	- -		
			/ /	- -		
			/ /	- -		
			/ /	- -		
			/ /	- -		
			/ /	- -		

**D. PLAN OPTIONS: (Please select your plan(s))**

Medical Plan(s)	Enrollment	Dental Plan	Enrollment	Vision Plan	Enrollment
Choose One	<input type="checkbox"/> Enrollee Only	<input type="checkbox"/> Elect	<input type="checkbox"/> Enrollee Only	<input type="checkbox"/> Elect	<input type="checkbox"/> Enrollee Only
<input type="checkbox"/> Bloom Carroll	<input type="checkbox"/> Family	<input type="checkbox"/> Waive	<input type="checkbox"/> Family	<input type="checkbox"/> Waive	<input type="checkbox"/> Family
<input type="checkbox"/> Bronze Plan				Supp. ADAD (must elect Supp Life)/Spouse	
<input type="checkbox"/> Waive				<input type="checkbox"/> Elect	\$
	Supp. Life/Spouse		Supp. Life/Child(ren)	<input type="checkbox"/> Waive	\$
<input type="checkbox"/> Elect		<input type="checkbox"/> Elect		<input type="checkbox"/> Elect	\$
<input type="checkbox"/> Waive	\$	<input type="checkbox"/> Waive	\$	<input type="checkbox"/> Waive	\$

**E. OTHER COVERAGE INFORMATION: If you are adding a spouse or child(ren) to the plan this section MUST be completed.**

Does your spouse or any dependent have other health insurance?  Yes  No If yes, provide: \_\_\_\_\_ Coverage Type  Medical  Dental  Vision

Name(s) of Covered Person(s) \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer \_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

Claims Payor \_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

**F. LIFE/AD&D BENEFICIARY INFORMATION:**

Your Death Benefits are to be paid to First Beneficiary(ies):			If First Beneficiary(ies) is not living at your death, benefits are to be paid to Secondary Beneficiary(ies)		
Name	Relationship	% of Benefits	Name	Relationship	% of Benefits

**ACCEPTANCE:**

I hereby apply for group coverage for which I am or may become eligible as elected above. I authorize deductions, if any, from my compensation for my share of the cost of the coverages to which I become entitled. I understand that I must meet the eligibility requirements of the Plan and that the completion of this enrollment form does not guarantee coverage under the Plan. I affirm that the information contained herein is correct and true.

I elect to have my contribution to the cost of such coverage deducted from my pay on a pre-tax basis. I understand that the cost to me for coverage will be deducted from my gross earnings prior to calculation of certain taxes to be withheld each pay period. I also understand that I may not make any changes in my pre-tax election until the next pre-tax open enrollment period. However, I understand that an election change is permitted due to significant cost or coverage changes to me or a change in my family status as outlined in the Summary Plan Description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**DECLINATION:**

I hereby decline medical coverage under my employer's medical plan for myself  and/or my dependents  I understand I may not be able to enroll until the next Open Enrollment Period or within 30 days of an event that qualifies as a "Special Enrollment" event.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRE-TAX CONTRIBUTION DECLINATION:**

Check and sign this box **only** if you want your contributions to be subject to payroll taxes

I do not wish to have my share of the cost, for the coverages I have elected to be deducted from my pay on a pre-tax basis.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_