

# Employee Benefits Information Data Sheet

**Applicant Information:**

This is a fillable application - please complete this first page

**Benefits Start Date:**

mm / dd / yyyy \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Social Sec. #:**

000-00-0000 \_\_\_\_\_ - - -

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Date of Birth: mm / dd / yyyy \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gender:  M  F

Home Phone: \_\_\_\_\_

123-456-7890

Cell Phone: \_\_\_\_\_

123-456-7890

Email: \_\_\_\_\_

**Employer Information:****Date of Hire (or Your Company Start Date):**

mm / dd / yyyy \_\_\_\_\_ / \_\_\_\_\_

Owner of Company: \_\_\_\_\_

(or Sole prop name)

Choose a Tax ID Type: SSN (000-00-0000)

FEIN (00-0000000)

Owner's Title: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suite: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Fax: \_\_\_\_\_

123-456-7890

**Dependent Information:**

First Name

MI

Last Name

Gender

Date of Birth

mm / dd / yyyy

Social Sec. #

000-00-0000

Spouse: \_\_\_\_\_  M  F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - - -

Date of Marriage: mm / dd / yyyy \_\_\_\_\_ / \_\_\_\_\_

Child 1: \_\_\_\_\_  M  F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - - -Child 2: \_\_\_\_\_  M  F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - - -Child 3: \_\_\_\_\_  M  F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - - -Child 4: \_\_\_\_\_  M  F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - - -**Prior Coverage Information:**

Prior Carrier: \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

mm / dd / yyyy

To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

mm / dd / yyyy

Primary Care Doctor Name: \_\_\_\_\_

Primary Care Doctor (Spouse): \_\_\_\_\_

Referring Representative: \_\_\_\_\_

Pediatric Doctor Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Member Enrollment Form

**A. Group Information** (To be completed by the employer)

Please print neatly using black or blue ballpoint pen • ALL DATES MUST BE: MM/DD/YYYY

Group Number	Group Name	Plan CSP	Billing Group	Date of Hire / /	Effective Date / /	Occupation
<input type="checkbox"/> On Leave of Absence	<input type="checkbox"/> Retired	COBRA/SC Qualifying Event		Event Date / /	Employer Signature <b>X</b>	Date / /
<input type="checkbox"/> Union Employee	<input type="checkbox"/> Disabled					

**B. Applicant Details** (To be completed by the employee)

## Employee/Subscriber

## Spouse

## Child

## Child

Social Security Number:	--				
Last Name:					
First Name, Middle Initial:					
Date of Birth: (MM/DD/YYYY)	/ /	/ /	/ /	/ /	/ /
Gender and Disability Status: (Check appropriate boxes.)	<input type="checkbox"/> M <input type="checkbox"/> F   / <input type="checkbox"/> Disabled	<input type="checkbox"/> M <input type="checkbox"/> F   / <input type="checkbox"/> Disabled	<input type="checkbox"/> M <input type="checkbox"/> F   / <input type="checkbox"/> Disabled	<input type="checkbox"/> M <input type="checkbox"/> F   / <input type="checkbox"/> Disabled	
Primary Care Physician (PCP) ID Number: PCP Name: (If an existing patient of PCP, check "Yes".)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Check all that apply:		<input type="checkbox"/> Domestic Partner	<input type="checkbox"/> Full-time Student	<input type="checkbox"/> Full-time Student	
Prior Carrier (List coverage prior to this.) <input checked="" type="checkbox"/> Same for all	Carrier: Policy Number: From Date Thru date::	/ / / /	/ / / /	/ / / /	/ / / /

**C. Coordination of Benefits**

## Employee/Subscriber

## Spouse

## Child

## Child

Medicare Coverage	Check appropriate box and list effective date:	<input type="checkbox"/> Part A   /   / <input type="checkbox"/> Part B   /   / <input type="checkbox"/> Part D   /   /	<input type="checkbox"/> Part A   /   / <input type="checkbox"/> Part B   /   / <input type="checkbox"/> Part D   /   /	<input type="checkbox"/> Part A   /   / <input type="checkbox"/> Part B   /   / <input type="checkbox"/> Part D   /   /	<input type="checkbox"/> Part A   /   / <input type="checkbox"/> Part B   /   / <input type="checkbox"/> Part D   /   /
Pharmacy <input type="checkbox"/> Same for all	Policy Number: Carrier: Policy Holder: Group Number:				
Effective Date:	/ /	BIN: PCN:	BIN: PCN:	BIN: PCN:	BIN: PCN:
Medical <input type="checkbox"/> Same for all	Policy Number: Carrier: Policy Holder: Effective Date:	/ /	/ /	/ /	/ /

Employee's Address (Apt #)

City

State

Zip

Employee's Signature

Date



/ /

# ENROLLMENT FORM

NEW    Addition    Change\*    Termination\*   Effective Date   /  /  

Plan Type:   /  /    
(office use only)

(\*If change selected, complete only Employee's Name, Social Security Number, and the Requested Change)

(\*Termination date includes last day of coverage)

## EMPLOYMENT INFORMATION

				Employee Email:					
Employee Name Last: <u>  </u> First: <u>  </u> MI: <u>  </u>				Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth <u>  /  /  </u>	Social Security Number <u>  -  -  -  -  </u>			
Home Telephone (   )		Employee Home Address Street/Apt.      City      State      Zip							
Business Telephone (   )		Mailing Address if Different from Home Address Street/Apt.      City      State      Zip							
Employee Status <input type="checkbox"/> Active <input type="checkbox"/> COBRA <input type="checkbox"/> Retiree <input type="checkbox"/> Other		Coverage Type <input type="checkbox"/> Employee Only <input type="checkbox"/> Family <input type="checkbox"/> Employee + Dependent <input type="checkbox"/> Other _____			Check the Plan Options Selected				
					Medical	Dental	Rx Card	Vision	
List Full Name of your Eligible Dependents		Relation to Employee 2-Spouse 3-Child 3-Stepchild/ Other	Sex M or F	Date of Birth <u>  /  /  </u>	Social Security Number <u>  -  -  -  -  </u>	Other Employer Provided Insurance Available Y or N	Any Other Insurance Y or N	Please list Other Insurance and type of Coverage (Medical, Dental, Rx, Vision) for each Dependent with effective Date of Each	

## DEPENDENT EMPLOYER INFORMATION

(If your dependent or his/her spouse is employed, please provide the following information.)

Employer Name		Employer Address			Employer Phone Number		

I verify that this information is true to the best of my knowledge and authorize my employer to deduct from my pay any required contributions.

Signature of Enrollee 

DATE

Date:   /  /  

Is employee eligible for Medicare?

Yes    No   Effective Date  
  /  /  

Is spouse/dependent eligible for Medicare?

Yes    No   Effective Date  
  /

**WAIVER OF COVERAGE:**

I am electing at this time to waive coverage for myself \_\_\_\_\_ and/or family \_\_\_\_\_. I have coverage elsewhere and can provide proof if need be. I understand that by waiving coverage at this time I will not be eligible for benefits until the next open enrollment period.

Signature of Member:  DATE Date: \_\_\_ / \_\_\_ / \_\_\_

Any information that you provide concerning your eligibility under the Plan is a material representation to the Plan. Failing to provide truthful information may lead to a retroactive loss of coverage if such failure was due to fraud or a material misrepresentation. If coverage is terminated for fraud, misrepresentation, or the concealment of a material fact, the Plan has the right to recover any and all claim payments, including by means of offset against future benefits, and retains the right to pursue any/all other legal rights available.

**EMPLOYER STATEMENT**

Employer Name				Effective Date / /
	Status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> COBRA	Eligibility Class		
Comments			Hire date / /	

TODAY'S DATE: \_\_\_\_\_  
PROCESSED BY: \_\_\_\_\_

NEW FORM  
CHANGE FORM

  

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## ENROLLMENT CHECKLIST

Member Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Coverage Type:  Single  Employee + 1  Family

Other Employer Provided Insurance for Dependent:  Yes  No If Yes, is the Dependent eligible? \_\_\_\_\_

Member Contact Number: HR Representative Number \_\_\_\_\_ OR

Member Contact Number \_\_\_\_\_

Completed Enrollment Form  Other Employer Provided Insurance Verification  Health Form

HIPAA Certificate

Previous Health Carrier: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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National Allied Workers Union, Local 831

125 Windsor Drive, Suite 118, Oak Brook Illinois 60523

I have been advised, and understand that I am not required to sign any dues check-off assignment, or any membership application card, or any other Union form, and I further realize that under the provisions of the Labor-Management Relations Act of 1947, as amended, and the contract between the above Local Union and my Employer, I am not required, as a condition of employment or participating in the association, to become a member of said Union until the thirtieth (30) day following the beginning of my employment or the effective date of such contract, whichever is the later, nevertheless, I desire, voluntarily to sign this form.

I, the undersigned, hereby apply for membership in the above Union.

Employee's Signature: 

I (Print Name) \_\_\_\_\_ the undersigned, authorize and

Irrevocably direct (Name of Company) \_\_\_\_\_ to

deduct from my wages each and every month dues and initiation fees which may be charged against me by National Allied Workers Union Local 831, which is required to maintain me as a member in good standing in said Union, in accordance with the By-Laws of the Union and in compliance with the Labor Management Relations Act of 1947. The amount deducted each month shall be forwarded to the authorized agent of National Allied Workers Union Local 831.

This authorization and direction shall be irrevocable until the termination of the collective bargaining agreement between my Employer and National Allied Workers Union.

Employee's Signature 

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting Date: \_\_\_\_\_ Date Signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number: \_\_\_\_\_