



# Combined Insurance Enrollment Form

Complete entire form to enroll or make changes.

## Enrollment

- New hire
- New group
- Open enrollment

## Changes

Has there been a change that affects your insurance? Check **all the changes** that apply to you **and complete the entire form.**

- Name    Address    Marriage    Domestic Partnership    Divorce    Legal separation    Beneficiary
- Other (be specific) \_\_\_\_\_
- Add dependent (check reason)    Marriage    Domestic Partnership    Newborn
  - Other reason (be specific) \_\_\_\_\_
- Drop dependent   Comments \_\_\_\_\_

## Employee

Please print legibly in blue or black ink.

**EMPLOYEE #:** \_\_\_\_\_

SSN \_\_\_\_\_ Employee Name (last, first, initial) \_\_\_\_\_ Date of birth \_\_\_\_\_ Gender \_\_\_\_\_

- Single    Married   Date married: \_\_\_\_\_    Divorced   Date divorced: \_\_\_\_\_
- Domestic partnership    Partnership termination
  - Date met DP criteria: \_\_\_\_\_   Date terminated: \_\_\_\_\_

Home/mailling address \_\_\_\_\_ Phone (with area code) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email address \_\_\_\_\_

Type of coverage requested (check all that apply):    Medical    Dental    Life    EAP  
*Carriers and specific plans are listed on the back of this form.*

- Are you covered by any other insurance now?    Yes    No
- Are you adding this coverage due to a recent loss of coverage?    Yes    No   *If yes, complete below.*

Name of other insurance company   Type of insurance (medical, dental, etc.)   Group#   Policy #

Effective date \_\_\_\_\_ Termination date \_\_\_\_\_

Insured's SSN \_\_\_\_\_ Name (last, first, initial) \_\_\_\_\_

## Spouse/ Domestic Partner

Please list spouse/domestic partner who should be covered on your insurance. Leaving them off will terminate coverage. Proof of dependency will be requested, including, but not limited to, marriage certificate, affidavit of marriage/domestic partnership, joint ownership documents.

SSN \_\_\_\_\_ Spouse/DP name (last, first, initial) \_\_\_\_\_ Date of birth \_\_\_\_\_ Gender \_\_\_\_\_

Type of insurance requested:    Medical    Dental    Life

- Is spouse/domestic partner covered by any other insurance now?    Yes    No
- Are you adding this coverage due to a recent loss of coverage?    Yes    No   *If yes, complete below.*

Name of insurance company   Type of insurance (medical, dental, etc.)   Group#   Policy #

Effective date \_\_\_\_\_ Termination date \_\_\_\_\_ Phone # \_\_\_\_\_

## Dependents

Please list all dependents that should be covered on your insurance. Leaving them off the form will terminate coverage. Proof of dependency will be requested, but not limited to, birth certificate, adoption papers. **Medical, dental & vision:** A dependent is a child, stepchild or adopted child; less than age 26 or prior to age 26 was incapable of self-support due to developmental disabilities or physical handicap (proof of incapacity required). **Life:** A dependent is a child, stepchild or adopted child from birth but less than age 26.

### Dependent #1

Please check all appropriate boxes and fill in the appropriate blanks. For additional dependents, please fill out additional forms and alter "Dependent #\_\_\_\_."

Name (last, first, middle initial) \_\_\_\_\_

SSN \_\_\_\_\_

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_ Relationship to insured \_\_\_\_\_

### Dependent #2

Please check all appropriate boxes and fill in the appropriate blanks. For additional dependents, please fill out additional forms and alter "Dependent #\_\_\_\_."

Name (last, first, middle initial) \_\_\_\_\_

SSN \_\_\_\_\_

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_ Relationship to insured \_\_\_\_\_

#### Type of insurance requested:

Medical  Dental  Life

#### Type of insurance requested:

Medical  Dental  Life

Is dependent covered by any other insurance now?  Yes  No

Are you adding this coverage due to a recent loss of coverage?  Yes  No

If yes, name of other insurance company & type (medical, dental, etc.) \_\_\_\_\_

Is dependent covered by any other insurance now?  Yes  No

Are you adding this coverage due to a recent loss of coverage?  Yes  No

If yes, name of other insurance company & type (medical, dental, etc.) \_\_\_\_\_

Name of insured (last, first, initial) \_\_\_\_\_ SSN of insured \_\_\_\_\_

Name of insured (last, first, initial) \_\_\_\_\_ SSN of insured \_\_\_\_\_

Group/policy # \_\_\_\_\_ Effective date \_\_\_\_\_ Termination date \_\_\_\_\_

Group/policy # \_\_\_\_\_ Effective date \_\_\_\_\_ Termination date \_\_\_\_\_

Does he/she live with you?  Yes  No

If no, name of person with whom he/she resides  
Last, first, initial \_\_\_\_\_

SSN \_\_\_\_\_

Home address \_\_\_\_\_ Home phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Does he/she live with you?  Yes  No

If no, name of person with whom he/she resides  
Last, first, initial \_\_\_\_\_

SSN \_\_\_\_\_

Home address \_\_\_\_\_ Home phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If divorced, do you have custody?  Yes  No

If no, name of person with custody (last, first, initial) \_\_\_\_\_

SSN \_\_\_\_\_

Home address \_\_\_\_\_ Home phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If divorced, do you have custody?  Yes  No

If no, name of person with custody (last, first, initial) \_\_\_\_\_

SSN \_\_\_\_\_

Home address \_\_\_\_\_ Home phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# Life Insurance

## Beneficiaries

For life insurance policies as underwritten by Standard Life Insurance only. Please note that in community property states, including Washington, the spouse has legal right to 50% of the benefits, in the event of the employee's death.

Name of primary beneficiary (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #1 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #2 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

Name of contingent beneficiary #3 (last, first, initial)

SSN

Address

City State Zip

Relationship to insured Percent of proceeds

## Your signature is required

I hereby verify that all of the information specified on this form is accurate and complete. By signing below, I have authorized the release of information for myself and my dependents listed on this form to the carriers (listed on back of this form) that cover me and my family members (if applicable). Please note that failure to fully complete this enrollment form may result in this form being returned to you and will delay processing of the form.

I hereby apply for coverage under the contract between the respective insurance company and my employer and AWC, and I agree with the terms of the contract. I also apply for the same coverage for my spouse/ domestic partner and/or dependents listed on this application. I certify that my dependents and I meet all the eligibility criteria set forth in the outline or benefits and/or the Contract.

I acknowledge and understand my health plan may request or disclose health information about me or my dependents (persons who are eligible for benefits coverage and are listed on the enrollment form) for the purpose of facilitating health-care treatment, payment or for the purpose of business operations necessary to administer health-care benefits; or as required by law.\*

Health information requested or disclosed may be related to treatment or services performed by: A physician, dentist, pharmacist or other physical or behavioral health care practitioner; A clinic, hospital, long-term care or other medical facility; Any other institution providing care, treatment, consultation, pharmaceuticals or supplies; or An insurance carrier or group health plan.

Health information requested or disclosed may include, but is not limited to: claims records, correspondence, medical records, billing statements, diagnostic imaging reports, laboratory reports, dental records, or hospital records (including nursing records and progress notes).

This acknowledgment does not apply to obtaining information regarding psychotherapy notes. A separate authorization will be used for psychotherapy notes.

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

*\*For more information about such uses and disclosures, including uses and disclosures required by law, please refer to the individual insurance carrier Consumer Privacy Notices by contacting the carrier directly.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Select benefits on the next page.

# Employer

Employees: Employer will complete this section.  
Send completed form to: 1076 Franklin Street SE, Olympia, WA 98501-1346

Employer name \_\_\_\_\_ Date of hire \_\_\_\_\_ Effective date of change \_\_\_\_\_

Employee's occupation \_\_\_\_\_ Weekly hours \_\_\_\_\_ Monthly base earnings \_\_\_\_\_ Dept. name \_\_\_\_\_ Online billing dept. number \_\_\_\_\_

Type of enrollee:  Active  LEOFF I Active  LEOFF I Retiree

Employer - Please note that failure to fully complete this form may result in this form being returned to you and will delay the processing of the form. Please proof this form carefully.

## Employee plan enrollment (Please check all that apply.)

### Medical



Regence BlueShield is an Independent Licensee of the Blue Cross and Blue Shield Association

1800 Ninth Ave  
Seattle, WA 98101

- Regence BlueShield
- AWC HealthFirst®
- High Deductible Health Plan

### Dental



Delta Dental of Washington

9706 Fourth Ave NE  
Seattle, WA 98115

**Delta Dental of  
Washington  
Basic (0177)**

- Plan F

### Life



**The Standard®**  
Positively different.

1100 SW 6th Ave  
Portland, OR 97204

**Standard Insurance Company**

- Basic Life \$ \_\_\_\_\_
- Accidental Death & Dismemberment
- Dependent Life
  - Plan option 1



### GroupHealth

320 Westlake Ave N, Suite 100  
Seattle, WA 98109-5233

- Group Health Cooperative
  - \$10 copay

### Employee Assistance Program

**COMPSYCH®**  
— The GuidanceResources Company® —

NBC Tower  
455 N. Cityfront Plaza Drive  
Chicago, IL 60611-5322

**CompPsych**

- 1-3 sessions