

Benefits Enrollment / Change Form for DCU Early Retirees

For HR/Benefits use only

Coverage effective date _____

DP SP

MONTH / DAY / YEAR

Reason for Enrollment	
<input type="checkbox"/> Open Enrollment <input type="checkbox"/> New Hire <input type="checkbox"/> Change in Status* Date of Change _____ Reason _____ <input type="checkbox"/> Enrolled in public healthcare exchange effective _____, 20____.	*Change in status is allowed for qualifying life events, which include but are not limited to: <ul style="list-style-type: none"> Marriage Divorce or legal separation Birth, adoption or legal guardianship Death Gain or loss of other coverage Full-time or part-time status change You will be asked to provide documentation for these events. Find details at http://sdtrust.com/benefits-whatif.html .

Early Retiree Information (All fields are required)			
LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NO.
HOME ADDRESS			EMPLOYEE ID NO.
CITY, STATE, ZIP			E-MAIL ADDRESS
HOME PHONE	DATE OF BIRTH	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Medical, Dental and Vision Plans You must choose one.			
Early Retiree Medical Plans	GROUP #		GROUP #
<input type="checkbox"/> Early Retiree Providence Open Option	R009	<input type="checkbox"/> Early Retiree Kaiser	1740-008
<input type="checkbox"/> Early Retiree Providence Personal Option	R008		

Trust Dental/Vision Plans (available only if you're enrolled in a medical plan, unless you defer/suspend medical coverage)	
<input type="checkbox"/> Basic Trust Dental/Vision (Kaiser participants will only receive Trust dental coverage, vision is included with Kaiser medical)	<input type="checkbox"/> Buy-Up Trust Dental/Vision (Kaiser participants will only receive Trust dental coverage, vision is included with Kaiser medical)

Dependent Information

If you are adding or dropping a dependent, complete the following section. To maintain your current dependents, check the box below.

<input type="checkbox"/> MAINTAIN CURRENT DEPENDENTS (If enrolling in a new medical plan, dependent's information must be provided)							
Spouse/Domestic Partner							
ACTION	LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NO. (REQUIRED)*	DATE OF BIRTH	GENDER	RELATIONSHIP
<input type="checkbox"/> ADD <input type="checkbox"/> DROP						<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> SPOUSE <input type="checkbox"/> DOMESTIC PARTNER

Children – If you need to enroll additional dependents please fill out and attach a second, signed enrollment form that lists them.									
ACTION	LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NO. (REQUIRED)*	GENDER	BIRTHDATE MM/DD/YY	RELATIONSHIP: NATURAL/ADOPTED/STEPCHILD	EMPLOYEE RESPONSIBLE FOR SUPPORT?	INCAPACITATED CHILD?
<input type="checkbox"/> ADD <input type="checkbox"/> DROP					<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> ADD <input type="checkbox"/> DROP					<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> ADD <input type="checkbox"/> DROP					<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

* Dependents will not be added if a social security number is not provided for that dependent.

You must inform the Trust if a dependent spouse, domestic partner or child is no longer eligible to receive benefits from the Trust. Please be aware if an individual who has been reported as your dependent receives benefits after Trust eligibility has ended, the Trust may recover the improperly-paid benefits from you.

Other Coverage	
If you, your spouse/domestic partner or other dependents are covered by District coverage or by any other health care insurance, complete the following section:	
Is your spouse/domestic partner also an employee of the School District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you or any family member(s) covered by:	<input type="checkbox"/> Medicare <input type="checkbox"/> Other coverage If yes, check the types of coverage <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision Complete the "Family Members Covered Under Other Coverage" section below.

Early Retiree Information

LAST NAME	FIRST	INITIAL	EMPLOYEE ID NO.
-----------	-------	---------	-----------------

Child Custody Information

If you or your spouse are divorced or legally separated, please indicate who has custody of your child(ren).	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Other
Has the parent without custody been mandated by court decree to provide coverage for the dependent child(ren)?	<input type="checkbox"/> Yes If yes, complete the "Family Members Covered Under Other Coverage" section below. <input type="checkbox"/> No

Family Members Covered Under Other Coverage

To be completed only if you, or a dependent you are enrolling through the Trust, has other insurance.

NAME OF FAMILY MEMBER WITH OTHER COVERAGE	DATE OF BIRTH	NAME OF OTHER INSURANCE PLAN
NAME OF EMPLOYEE	GROUP ID NUMBER	EFFECTIVE DATE OF COVERAGE

CLAIMS ADDRESS

Medicare Eligibility

Completion of this information is required.

Name	Enrolled in Medicare? (If Yes, you must send copy of Medicare Card)		Check Box if Applicable	Date Dialysis Began or Date of Transplant (MM/DD/YY)
	Part A	Part B		
SELF	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dialysis <input type="checkbox"/> Kidney Transplant	
SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dialysis <input type="checkbox"/> Kidney Transplant	
DEPENDENT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dialysis <input type="checkbox"/> Kidney Transplant	
DEPENDENT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dialysis <input type="checkbox"/> Kidney Transplant	
DEPENDENT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dialysis <input type="checkbox"/> Kidney Transplant	

Signature

My signature below indicates that I have read and understand this enrollment form and descriptive materials provided. This enrollment form is binding on me and cannot be revoked or modified except as explained in the descriptive materials provided. I authorize my insurance carriers to obtain, examine, or release any medical or dental records or other information needed to coordinate benefits or process claims for me and my family members. I also authorize any provider having knowledge of my medical history or my dependents to release to my insurance carriers any medical information it requests. I authorize my insurance carriers to share such medical information with me or my dependents' health care providers. I declare that the dependents listed on this form are my eligible dependents. I also declare that the information furnished on this form is correct and complete to the best of my knowledge.

SIGNATURE VERIFYING I'VE READ AND UNDERSTAND MATERIAL

DATE

Return completed form to:
Trust Office, 700 NE Multnomah St., Suite 350 Portland, OR 97232