



## Employee Enrollment Form

**EMPLOYER INFORMATION (must be completed)**

Company Name/DBA:	Company Address:
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You must complete this form in its entirety in order for you or your dependents to be covered under the employer's group health plan. If you are waiving coverage for yourself or your dependents, it must be clearly indicated on this form. If you do not complete this form in its entirety for yourself or your dependents at least 5 business days prior to the effective date, you or your dependents may not be eligible for coverage until the next open enrollment period.

**TO BE COMPLETED BY EMPLOYEE (if applying or waiving coverage)**

BENEFIT PLAN:	GROUP NUMBER:
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**A - EMPLOYEE (Primary Applicant)**

Legal Name:	(Last)	(First)	(MI)	
Social Security Number:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Birth Date (mm/dd/yyyy):	Average number of hours worked per week?	Date employed Full-Time: (mm/dd/yyyy)
Home Street Address	City	State	Zip	
Mailing Address (if different)	Mailing Address City	Mailing Address State	Mailing Address Zip	
Home Phone:	Work Phone	Email Address:		
Cell Phone:	Best Time to Call:	Job Title:		
Status: <input type="checkbox"/> Single <input type="checkbox"/> Married  Employee Status: <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Owner/Partner	Check One: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Retiree <input type="checkbox"/> COBRA <input type="checkbox"/> Cal-COBRA COBRA effective date(mm/dd/yyyy)	Earnings Basis: <input type="checkbox"/> Salaried <input type="checkbox"/> Hourly <input type="checkbox"/> Commission		

**NEW ENROLLMENT or WAIVER, please check one:**

<input type="checkbox"/> New Hire	<input type="checkbox"/> Qualifying Life Event: _____ Date: (mm/dd/yyyy) _____
<input type="checkbox"/> Re-hire	<input type="checkbox"/> COBRA
<input type="checkbox"/> Open Enrollment	<input type="checkbox"/> Waiver of Coverage (complete section B)
<input type="checkbox"/> New Group	<input type="checkbox"/> Other: _____

**B - WAIVER OF COVERAGE – DO NOT COMPLETE IF ENROLLING FOR COVERAGE**

Complete and sign if waiving any or all coverages for self. All eligible employees must be listed as either enrolling or waiving coverage when first eligible.

Indicate the waiver reason below.

<input type="checkbox"/> Individual Medical	<input type="checkbox"/> Medicare/Medicaid	<input type="checkbox"/> COBRA/Continuation	<input type="checkbox"/> Tricare	<input type="checkbox"/> Spouse's/Parent Employer Plan
<input type="checkbox"/> Cost/Do not want (NO health coverage will exist) <input type="checkbox"/> Other: _____				

Neither I nor my dependents have been induced or pressured to decline coverage by my employer, the agent, or Allstate Benefits. My dependents and I have waived such coverage of our own accord.

Signature:	Date:
Printed Name:	Date employed Full-Time:

**C – ONLY TO BE COMPLETED BY ADDITIONS TO EXISTING GROUPS OR FOR CHANGES TO EXISTING COVERAGE**

Requested effective date:        /        /        (Subject to Underwriting approval)

1. Groups with multiple medical plans, indicate which plan you are requesting.\* Medical Plan #:\_\_\_\_\_
2. If dental coverage offered, are you electing? ☐ Yes ☐ No If yes, list those enrolling\_\_\_\_\_
- If multiple dental plans are offered, which plan are you requesting? \* Dental Plan \_\_\_\_\_
3. If vision coverage offered, are you electing? ☐ Yes ☐ No If yes, list those enrolling\_\_\_\_\_

*\*Please contact your employer for the plan options/descriptions which are identified on your employer's billing statement and/or quote.*

4. If enrolling outside of your employer's open enrollment period, indicate the special enrollment reason (documentation may be required)

a) ☐ Marriage ☐ Birth ☐ Adoption ☐ Court ordered (copy of court order required)

For any event in a, list date of event        /        /

b) ☐ Divorce/Separation ☐ Involuntary loss of coverage, state reason for loss \_\_\_\_\_  
☐ COBRA/Continuation exhausted ☐ Other

For any event in b, list coverage termination date        /        /

*\*Certificate of Creditable Coverage is required for all loss of coverage special enrollment events***D – PERSONS TO BE COVERED**

(Include yourself and all family members to be insured. If more space is needed, attach an additional sheet)

<input type="checkbox"/> Employee Only		<input type="checkbox"/> Employee Spouse	<input type="checkbox"/> Employee Child(ren)	<input type="checkbox"/> Family: Employee, Spouse, & Child(ren)	
Include yourself & all family members to be insured		Relationship & Gender	Date of Birth (MM/DD/YYYY)	Social Security Number	Tobacco Use
Last Name	First Name				
		Employee <input type="checkbox"/> M <input type="checkbox"/> F	XXXXXXX	XXXXXXXXXX	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Spouse <input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No
		Child <input type="checkbox"/> M <input type="checkbox"/> F			
		Child <input type="checkbox"/> M <input type="checkbox"/> F			
		Child <input type="checkbox"/> M <input type="checkbox"/> F			
		Child <input type="checkbox"/> M <input type="checkbox"/> F			
		Child <input type="checkbox"/> M <input type="checkbox"/> F			

**E – ADDITIONAL INSURANCE COVERAGE INFORMATION**

1. Will any current medical plan remain active if coverage is approved?		<input type="checkbox"/> Yes <input type="checkbox"/> No
a) If "Yes", for whom?		
b) Please provide carrier and ID/Group number		
2. Are you, your spouse or any dependent children currently covered under Medicare Part A, B, or D?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", for whom?		
If yes, will coverage remain active if the coverage for which you are applying is approved?		<input type="checkbox"/> Yes <input type="checkbox"/> No

**F - Medical History**

	Height	Weight	Own a Motorcycle?		Convicted of a moving violation in the last year?		Convicted of a DUI/OWI in the last 5 years?	
<b>Employee</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Spouse</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Complete all questions below and check all that apply in Question 1. Complete Section G on the next page by providing complete details for each Yes answer and for all conditions checked in Question 1.**

- Have you or any of your dependents included on this enrollment form within the past 5 years received treatment, testing, consulted with or received a diagnosis from a physician or provider for any of the following?.....☐ Yes ☐ No
 

<input type="checkbox"/> AIDS or HIV <input type="checkbox"/> Alcohol or Drug Use, Abuse, or Dependency <input type="checkbox"/> Arthritis or other Skeletal Disorder <input type="checkbox"/> Osteoarthritis <input type="checkbox"/> Rheumatoid <input type="checkbox"/> Other <input type="checkbox"/> Back Disorders <input type="checkbox"/> Chiro <input type="checkbox"/> Sprain/strain <input type="checkbox"/> Surgery <input type="checkbox"/> Other <input type="checkbox"/> Blood Disorders (including anemia) <input type="checkbox"/> Cancer or Tumor; Stage _____ <input type="checkbox"/> Local (confined to the organ where it began) <input type="checkbox"/> Regional (spread to nearby lymph nodes/organs) <input type="checkbox"/> Distant/Metastasis (spread to distant organs) <input type="checkbox"/> Chest Pain <input type="checkbox"/> Diabetes Mellitus    Date of onset ____ / ____ / ____ <input type="checkbox"/> Pre-Diabetes <input type="checkbox"/> Diet Controlled <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Insulin Dependent <input type="checkbox"/> Insulin Pump <input type="checkbox"/> Diabetic Related Disorders <input type="checkbox"/> Heart disease <input type="checkbox"/> Nephropathy <input type="checkbox"/> Neuropathy <input type="checkbox"/> Peripheral Vascular Disease <input type="checkbox"/> Retinopathy <input type="checkbox"/> Stroke <input type="checkbox"/> Digestive Disorders <input type="checkbox"/> Crohn's Disease <input type="checkbox"/> Ulcerative Colitis <input type="checkbox"/> Other <input type="checkbox"/> Ear/Eye/Nose/Throat Disorders <input type="checkbox"/> Endocrine Disorders <input type="checkbox"/> Fracture/Broken Bone <input type="checkbox"/> Heart Disorders <input type="checkbox"/> Angioplasty <input type="checkbox"/> Bypass <input type="checkbox"/> Heart Attack <input type="checkbox"/> Other <input type="checkbox"/> High Cholesterol <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Hodgkin's/Lymphoma/Leukemia <input type="checkbox"/> Immune Disorders	<input type="checkbox"/> Infertility <input type="checkbox"/> Kidney Disorders <input type="checkbox"/> Knee Injury or Disorder <input type="checkbox"/> Liver Disorder/Hepatitis <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Hepatitis C <input type="checkbox"/> Hepatitis D <input type="checkbox"/> Other <input type="checkbox"/> Lupus <input type="checkbox"/> Discoid <input type="checkbox"/> Systemic Lupus Erythematosus <input type="checkbox"/> Mental, Nervous or Behavioral Disorder <input type="checkbox"/> Inpatient Treatment <input type="checkbox"/> Outpatient Treatment <input type="checkbox"/> ADHD/ADD <input type="checkbox"/> Anxiety <input type="checkbox"/> Bipolar disorder <input type="checkbox"/> Depression <input type="checkbox"/> Other <input type="checkbox"/> Migraine or Chronic Headache <input type="checkbox"/> Multiple Sclerosis (MS) <input type="checkbox"/> Muscle Disorders <input type="checkbox"/> Nervous System Disorders <input type="checkbox"/> Paralysis <input type="checkbox"/> Partial or Total Disability <input type="checkbox"/> Physical Disorder or Deformity <input type="checkbox"/> Reproductive Disorders <input type="checkbox"/> Respiratory/Lung Disorders <input type="checkbox"/> Asthma <input type="checkbox"/> Chronic Bronchitis <input type="checkbox"/> COPD <input type="checkbox"/> Other <input type="checkbox"/> Seizures <input type="checkbox"/> Sexually Transmitted Disease <input type="checkbox"/> Stroke or Transient Ischemic Attack <input type="checkbox"/> Thyroid Disorder <input type="checkbox"/> Hyperthyroidism <input type="checkbox"/> Hypothyroidism <input type="checkbox"/> Growth Disorder <input type="checkbox"/> Other <input type="checkbox"/> Transplant <input type="checkbox"/> Solid Organ <input type="checkbox"/> Blood or Marrow <input type="checkbox"/> Urinary Disorders <input type="checkbox"/> Vascular Disorders
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- In the last 5 years, have you or any of your dependents included on this enrollment form:
  - Been diagnosed with or treated for any condition(s) not identified above? .....☐ Yes ☐ No
  - Been advised of the necessity or possibility of any future hospitalization, treatment, testing or surgery?...☐ Yes ☐ No
- Are you or any of your dependents included on this enrollment form currently pregnant? .....☐ Yes ☐ No
  - If yes, Indicate due date \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Is a Cesarean Section anticipated?.....☐ Yes ☐ No
  - Are multiple births expected?.....☐ Yes ☐ No
  - Are you/your dependent experiencing or anticipating any other complications?.....☐ Yes ☐ No
- Have medications been prescribed in the past 18 months for you and/or any dependents included on this enrollment form. (Include pills, creams, injections, liquids, inhalers, pumps, etc.) .....☐ Yes ☐ No

**G – DETAILS**

Please provide FULL DETAILS to any yes/checked answers in section F; including the name of the Applicant(s), condition(s), treatment(s), medication(s), and dates. If more space is needed please attach a separate page with details; include the Employee's name.

Question	Person	Condition/Diagnosis	Dates Treated	Treatment including Medications and Dosage	Date Last Taken	Prognosis

**H – \*\*\*\*\* NOTICE OF FEDERAL MANDATES \*\*\*\*\* INITIAL NOTICE ABOUT SPECIAL ENROLLMENT RIGHTS\*\*\*\*\***

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your, or your dependents', other coverage).

You must, however, request enrollment within 30 days after you or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents.

Effective April 1, 2009 a federal mandate took effect that allows for a Special Enrollment Period, which is outlined below.

A Special Enrollment Period will be provided for an employee and his/her dependent(s) who are eligible, but not enrolled, for coverage under the terms of the employer's plan to enroll for coverage if either of the following conditions are met:

- a) The employee or dependent is covered under a Medicaid plan or under a State child health plan and coverage of the employee or dependent under that plan is terminated as a result of loss of eligibility for coverage. The request for coverage under the employer's group health plan must be submitted no later than 60 days following the date of termination of such prior coverage under Medicaid or a State child health plan.
- b) The employee or dependent becomes eligible for assistance under a Medicaid plan or under a State child health plan. The request for coverage under the employer's group health plan must be submitted no later than 60 days following the date the employee or dependent is determined to be eligible for such assistance.

## I – APPLICATION Authorization and Signature:

I hereby represent that I am an employee of the participating employer and that the statements and answers to the questions on this enrollment form are true and complete to the best of my knowledge and belief. I understand that the statements and answers contained herein will be used by The Association Benefits Solutions, LLC, marketed and hereinafter referred to as "Allstate Benefits" to determine eligibility for coverage under the Self-Funded Program ("Program") for myself and persons listed on this enrollment form as my spouse and/or dependent children.

I understand and acknowledge that I have elected to participate in the Section 125 plan offered by my employer, and I agree that my qualified insurance premiums may be paid by my employer through pre-tax salary/earnings reductions. I further acknowledge that my Social Security contribution and subsequent Social Security benefit will be slightly reduced.

I understand that (1) the answers given will be the basis of any coverage provided; (2) any material misrepresentation or failure to provide complete information to questions on this enrollment form may be used as a basis for changing rates or terminating coverage; (3) if coverage is not approved, I, my spouse and/or dependent children are not entitled to benefits; (4) if I, my spouse and/or dependent children waive coverage and decide to apply for coverage at a later date, evidence of eligibility may be required and benefits may be deferred for a specified period of time; and (5) coverage will not be effective until my employer receives notice that this enrollment form has been approved by Allstate Benefits.

I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically-related facility, insurance company, pharmacy or pharmacy-related entity, pharmacy benefits manager (PBM) or PBM-related entity, insurance or reinsurance company or employer, having information about me or my minor children to provide all such information as may be requested to Allstate Benefits, its legal representative or any medical records retrieval service Allstate Benefits may engage.

This authorization includes any and all information any of the foregoing may have about me, including, but not limited to, information regarding diagnosis, testing, treatment and prognosis of my physical or mental condition as well as alcohol abuse treatment, drug abuse treatment, psychiatric treatment, pharmacy prescriptions, HIV testing and treatment, STD testing and treatment, sickle cell testing and treatment, lab data and EKGs. This information may also be disclosed to any medical records company engaged by Allstate Benefits. Although federal regulation requires that we inform you of the potential that information disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer be protected by such regulation, all information received by Allstate Benefits pursuant to this authorization will be protected by federal and state privacy laws and regulations.

I understand and agree that in connection with my application for coverage under the Program: (1) Allstate Benefits may obtain consumer reports which may include credit information, a driver history report, and/or personal or privileged information from third parties; (2) such information may be disclosed to affiliated or unaffiliated third parties without my prior permission but only as permitted or required by law; (3) upon my written request, Allstate Benefits will inform me if a consumer report was requested and the name and address of the consumer reporting agency that furnished the report; (4) I may also request access to and correction of information Allstate Benefits has collected on me; (5) Allstate Benefits may request and use subsequent consumer reports in updating and renewing any insurance or health coverage afforded in connection with this Application; and (6) Allstate Benefits will furnish a more detailed explanation of its information practices upon my request.

In connection with this application for health plan coverage, Allstate Benefits will review my credit report or obtain or use an insurance credit score based on the information contained in that credit report. Allstate Benefits may use a third party in connection with the development of my insurance credit score. I may request that my credit information be updated and if I question the accuracy of the credit information, Allstate Benefits will, upon my request, reevaluate me based on corrected credit information from a consumer reporting agency. I hereby authorize Allstate Benefits to obtain consumer reports on me.

I understand that this authorization is required in order to enable Allstate Benefits to make eligibility or enrollment determinations relating to me, my spouse and/or my dependents or for Allstate Benefits to make underwriting or risk rating determinations. If I refuse to sign or revoke this authorization, or refuse to authorize Allstate Benefits to obtain a consumer report on me, Allstate Benefits may refuse to consider my application for enrollment.

I understand that I may revoke this authorization at any time by notifying Allstate Benefits in writing of my desire to revoke. Such revocation must be sent by certified mail to the following address: Privacy Office, National Health Insurance Company, 4455 LBJ Freeway, Ste 375, Dallas, TX 75244. Such revocation will not be valid to the extent Allstate Benefits has taken action in reliance on the authorization prior to its revocation. This authorization expires upon the earliest of the following: denial of my application, declination of enrollment, or when I am no longer covered under the Program, but in no event will this authorization be in effect for longer than 24 months from the date signed.

I acknowledge that knowing and willful misstatements in this enrollment form may constitute health care fraud, a criminal violation of 18 US Code Section 1347 (punishable by up to 10 years in prison).

Employee/Primary Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Allstate Benefits Self-Funded Program provides tools for employers owning small to mid-sized businesses to establish a self-funded health benefit plan for their employees. The benefit plan is established by the employer and is not an insurance product. For employers in the Allstate Benefits Self-Funded Program, stop-loss insurance is underwritten by: Integon National Insurance Company in CT, NY and VT; Integon Indemnity Corporation in FL; and National Health Insurance Company in all other states where offered.

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