

# 2023 GROUP BENEFIT ENROLLMENT & CHANGE FORM | ALL LINES

## FOR ACTIVE EMPLOYEES



### INSTRUCTIONS:

Complete and submit this form to your employer to enroll or make changes in your and/or your dependent(s) WCIF benefits.

**THIS WILL REPLACE ANY BENEFIT ENROLLMENT INFORMATION YOU HAVE SUBMITTED IN THE PAST**

Coverage Effective Date	
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#### THIS IS AN APPLICATION FOR (check one):

- Open Enrollment   
  New Group   
  New Employee   
  New Dependent   
  Change in Status

### EMPLOYER SECTION ONLY

Employer Name:			Vimly, Inc. Account #:	Class Code (if applicable):
Date of Hire:	Date Eligible for Benefits:	Annual Salary:	Approved by (administrator name):	
Date Approved:	Special Note(s) / Direction(s):			

### SECTION I: EMPLOYEE INFORMATION

Last Name:	First Name:	Social Security #:	Date of Birth:	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Status: <input type="checkbox"/> Single <input type="checkbox"/> Qualified Domestic Partnership <input type="checkbox"/> Married	Hours Worked per Week:		
Mailing Address:		City:	State:	Zip:
Primary Phone (mandatory):	Alternate Phone:	Email Address (mandatory):		

**EMPLOYEE NAME:****SECTION II: DEMOGRAPHIC & ELIGIBILITY CHANGE INFORMATION** (existing employees only)

Complete the following to change existing enrollment information. If you are a new enrollee or do not have demographic or eligibility changes, proceed to Section III.  
**NOTE: Some changes require additional documentation as noted.**

**Date of Event:**
 **CHANGE** (If you are only changing your name or address you may submit a Demographic Change Form)

 Open Enrollment

 Name

 Address

 Employment Status (causing change in benefit eligibility)

 **ADDITION** of employee and/or dependent(s) coverage due to:

 Newly acquired child due to birth, adoption, foster care placement, legal guardianship, or marriage  
 + Attach documentation as appropriate

 Marriage or registration of qualified Domestic Partnership  
 + Attach copy of Marriage License, Domestic Partnership (as applicable), Partnership registration documentation, or Affidavit

 Court order or qualified medical child support order (QMCSO) + Attach copy of QMCSO

 Loss of other group coverage  
 + Attach copy of Proof of Loss  
 Previous carrier: \_\_\_\_\_

 **TERMINATION / DROP** of dependent(s) coverage due to:

 Divorce or termination of Domestic Partnership  
 + Attach Notice to Employer of a Qualifying Event, and copy of Final Divorce Decree, or Termination of Domestic Partnership Form

 Legal separation + Attach Notice to Employer of a Qualifying Event, and copy of Final Separation Agreement

 Loss of eligibility for WCIF coverage + Attach Notice to Employer of a Qualifying Event
**Dependent(s) to be dropped (full name):**

1)

2)

3)

4)

**SECTION III: DEPENDENT ENROLLMENT****ENROLL THE FOLLOWING DEPENDENT(S):**
 Lawful Spouse or Domestic Partner\* | Marriage Date or Registration of Qualified Domestic Partnership: \_\_\_\_\_

Child(ren) to Age 26

*\*Washington State Registered Domestic Partners are treated the same as a spouse*
**ENROLL IN**
*If left unmarked, dependent enrollment will default to EE plan selections.*
**DEPENDENT INFORMATION**
*Name, DOB, and Social Security Numbers (SSNs) are mandatory.*

Medical	Dental	Vision		Last Name:	First Name:	Female Male	
			#1	Same address as employee?	Relationship:	Date of Birth:	SSN:
				Yes No			
			#2	Last Name:	First Name:	Female Male	
				Same address as employee?	Relationship:	Date of Birth:	SSN:
			#3	Last Name:	First Name:	Female Male	
				Same address as employee?	Relationship:	Date of Birth:	SSN:

**EMPLOYEE NAME:** \_\_\_\_\_

Medical	Dental	Vision	#4	Last Name:	First Name:		Female	Male
				Same address as employee?	Relationship:	Date of Birth:	SSN:	
Medical	Dental	Vision	#5	Last Name:	First Name:		Female	Male
				Same address as employee?	Relationship:	Date of Birth:	SSN:	

**DEPENDENT(S) - OTHER ADDRESS**

If you checked NO under "Same Address as Employee" for any of the above dependents, complete the following.

Address:	City:	State:	Zip:
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Dependents under other address (as listed above):       #1       #2       #3       #4       #5

For additional dependent(s) and/or additional dependent addresses, please attach a separate sheet of paper.

**SECTION IV: PLAN ELECTION**

**MEDICAL** (Select ONE Carrier)

- PPO - Premera Blue Cross | Plan:** \_\_\_\_\_
- Core (HMO) Kaiser Foundation Health Plan of WA | Plan:** \_\_\_\_\_
- Kaiser Foundation Health Plan of WA Options, Inc. | Plan:** \_\_\_\_\_

All employees **ENROLLED** in a WCIF medical plan will automatically receive First Choice Health Employee Assistance (EAP) and The Standard Insurance Company Base Long Term Disability (Base LTD) coverage.

**If you are waiving WCIF medical coverage due to enrollment in another group medical plan, complete the following:**

- Waiver of Medical Form (mandatory)**

\_\_\_\_\_ I understand that by waiving my employer-offered medical coverage I and my dependent(s) (if applicable) may not enroll again until Open Enrollment unless I/we experience a qualifying event. I have received a copy of the Notice of HIPAA Special Enrollment Rights & Consequences of Declining Coverage (available from Human Resources or <http://wcif.net/employees>).

*Initials*

**DENTAL**

- Delta Dental of Washington | Plan:** \_\_\_\_\_
- Willamette Dental of Washington, Inc. | Plan:** \_\_\_\_\_

**VISION**

- VSP Vision Care, Inc. | Plan:** \_\_\_\_\_

**VOLUNTARY LINES OF COVERAGE**

See your Human Resources Department for enrollment forms:

- Voluntary Short Term Disability (VSTD)
- Voluntary Long Term Disability Buy-up (LTD Buy-up)
- Voluntary Term Life (VTL)
- Voluntary Accidental Death & Dismemberment (VAD&D)
- Hospital Indemnity
- Accident Insurance
- Critical Illness

**EMPLOYEE NAME:** \_\_\_\_\_

**SECTION V: GROUP BASIC LIFE / ACCIDENTAL DEATH & DISMEMBERMENT BENEFICIARY DESIGNATION**

(employer provides to all employees)

**In the event of my death, all proceeds from my employer-paid group basic life / accidental death and dismemberment insurance shall be paid to:**

Primary Beneficiary (full name):	Relationship:	Benefit %:
Address (Street, City, State, Zip):	SSN:	
Contingent Beneficiary ( <i>optional</i> ):	Relationship:	Benefit %:
Address (Street, City, State, Zip):	SSN:	

If you would like to designate additional beneficiaries, you may submit an expanded Beneficiary Designation Form available through your Human Resources or at <http://wcif.net/employees>.

**SECTION VI: SIGNATURE**

By signing this form, I declare that the information I have provided is true, complete, and correct. I understand that it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. WCIF may verify eligibility for myself and my family members. If I or my eligible dependent(s) choose to waive coverage, I understand that I/we can re-enroll during the annual open enrollment period. If I waive medical for myself, I also waive medical for my eligible dependent(s). This form replaces all previous forms and submissions I have made for WCIF benefits.

Employee Name: \_\_\_\_\_

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

**Premera Blue Cross**

7001 220th St SW  
Mountlake Terrace, WA 98043  
To obtain plan number unique to your employer contact WCIF at (800) 344-8570.  
Premera Blue Cross is an independent licensee of the Blue Cross Blue Shield Association.

**Kaiser Foundation Health Plan of WA Options, Inc.**

1300 SW 27th St  
Renton, WA 98057  
To obtain plan number unique to your employer contact WCIF at (800) 344-8570.

**Kaiser Foundation Health Plan of WA**

1300 SW 27th St  
Renton, WA 98057  
To obtain plan number unique to your employer contact WCIF at (800) 344-8570.

**Delta Dental of Washington**

400 Fairview Avenue N, Suite 800  
Seattle, WA 98109  
Plan Numbers:  
00497 00498 00500  
00501 00502 00478

**Willamette Dental of Washington, Inc.**

6950 NE Campus Way  
Hillsboro, OR 97124  
Plan Number: WA204

**VSP Vision Care, Inc.**

3333 Quality Drive  
Rancho Cordova, CA 95670  
Plan Number: 30029829

**Standard Insurance Company**

1100 SW 6th Ave  
Portland, OR 97204  
Plan Number: 645273

**First Choice Health EAP**

600 University Street, Suite 1400  
Seattle, WA 98101

**Metropolitan Life Insurance Company**

200 Park Avenue  
New York, NY 10166  
Plan number unique to member.