

## SECTION I – EMPLOYEE INFORMATION AND COVERAGE

Name (First, MI, Last)			Email Address		
Address (Street, City, State, Zip)			Telephone (Home and Cell)		Alternate or Preferred Number?
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Legally Separated	<input type="checkbox"/> Widow/Widower
Audit Number/Web Log-In:	Employee Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Employee Date of Birth		Division:

## SECTION II – DEPENDENT INFORMATION

Name (First, MI, Last)	Relationship	Social Security # <i>The collection of SSN for all dependents is required</i>	Date of Birth	Gender
Spouse <i>(Marriage Certificate and 2024 tax return listing filing status)</i>	<input type="checkbox"/> Spouse			<input type="checkbox"/> M <input type="checkbox"/> F
Dependent <i>(Birth Certificate (listing parent's names)</i>	<input type="checkbox"/> Natural/Adopted <input type="checkbox"/> Stepchild <input type="checkbox"/> Foster Child <input type="checkbox"/> Other			<input type="checkbox"/> M <input type="checkbox"/> F
Dependent <i>(Birth Certificate (listing parent's names)</i>	<input type="checkbox"/> Natural/Adopted <input type="checkbox"/> Stepchild <input type="checkbox"/> Foster Child <input type="checkbox"/> Other			<input type="checkbox"/> M <input type="checkbox"/> F
Dependent <i>(Birth Certificate (listing parent's names)</i>	<input type="checkbox"/> Natural/Adopted <input type="checkbox"/> Stepchild <input type="checkbox"/> Foster Child <input type="checkbox"/> Other			<input type="checkbox"/> M <input type="checkbox"/> F
Dependent <i>(Birth Certificate (listing parent's names)</i>	<input type="checkbox"/> Natural/Adopted <input type="checkbox"/> Stepchild <input type="checkbox"/> Foster Child <input type="checkbox"/> Other			<input type="checkbox"/> M <input type="checkbox"/> F

## SECTION III – LEGAL PROVISIONS For dependents listed in section II

1) Do your spouse and all enrolled children reside with you more than 6 months of the year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, list who does not;
2) Does a divorce decree/court order assign responsibility for health coverage or grant tax exemption rights for any enrolled dependent? Note this responsibility/right may be assigned to you or your spouse. It may also be assigned to the ex-spouse of you or your spouse.	<input type="checkbox"/> Yes, a legal order exists with one of these parties. <i>If YES, attach a copy of the Decree or Court Order to this form</i> <input type="checkbox"/> No order exists		

## SECTION IV – SIGNATURE TO VERIFY ACCURACY

*The above information is complete and true to the best of my knowledge. I understand that falsification by me will allow the Plan Administrator to recover payments made, cancel my coverage, and/or refuse payment of claims.*

Employee Signature	Date
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