



Benefits Election/Change Form – AURA South Employees

January 1, 2016 – December 31, 2016

Check The Appropriate Box

<input type="checkbox"/> Initial Enrollment <input type="checkbox"/> Open Enrollment	<input type="checkbox"/> Marriage ____/____/____ <input type="checkbox"/> Birth / Adoption ____/____/____	<input type="checkbox"/> Employment Status Change ____/____/____ <input type="checkbox"/> Special Enrollment ____/____/____	<input type="checkbox"/> Cancel Coverage <input type="checkbox"/> Other _____
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Employee Information

Last Name	First Name	Initial	Social Security Number
Location: <input type="checkbox"/> Gemini <input type="checkbox"/> NOAO			
Physical Street Address	City	State	Zip Code
Mailing Street Address	City	State	Zip Code
Home Telephone (____) _____ - _____	Work Phone (____) _____ - _____	Email Address	
Date of Birth ____/____/____	Date of Hire ____/____/____	Effective Date ____/____/____	Marital Status
			Sex

Benefit Elections

Full-Time Employees Refer to the Benefits Guide for Rates	MetLife International Medical	MetLife International Dental	UHC Vision
Tier	Policy# 3894	Policy# 3894	Policy# 718181 PVRC# 0001
Employee Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee + Spouse (One Dependent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee + Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waive Medical <input type="checkbox"/>	Waive Dental <input type="checkbox"/>	Waive Vision <input type="checkbox"/>

Reason for Waiving Coverage:

If enrolling in Medical, Evacuation or Dental will need to complete a MetLife International Enrollment Form

Please complete for each of your eligible dependents

Check Appropriate Box	First Name, Initial, Last Name	Sex	Date of Birth	Relationship Type	Coverage Elected
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel <input type="checkbox"/> Change	Social Security Number		___/___/___	<input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner	Med <input type="checkbox"/> Den <input type="checkbox"/> Vis <input type="checkbox"/>
	SS# _____ - _____ - _____				

Eligible dependent coverage up to age 26 for Medical, Dental and Vision Coverage

<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel <input type="checkbox"/> Change			___/___/___		Med <input type="checkbox"/> Den <input type="checkbox"/> Vis <input type="checkbox"/>
	SS# _____ - _____ - _____				
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel <input type="checkbox"/> Change			___/___/___		Med <input type="checkbox"/> Den <input type="checkbox"/> Vis <input type="checkbox"/>
	SS# _____ - _____ - _____				
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel <input type="checkbox"/> Change			___/___/___		Med <input type="checkbox"/> Den <input type="checkbox"/> Vis <input type="checkbox"/>
	SS# _____ - _____ - _____				
<input type="checkbox"/> Enroll <input type="checkbox"/> Cancel <input type="checkbox"/> Change			___/___/___		Med <input type="checkbox"/> Den <input type="checkbox"/> Vis <input type="checkbox"/>
	SS# _____ - _____ - _____				

(Over)

Other Coverage Information

On the day coverage begins will you or any of your eligible dependents be covered by any other insurance?

Yes No If yes, please complete the information below. Use an additional sheet if more than one additional policy will be in force.

Coverage Type <input type="checkbox"/> Medical / Medicare <input type="checkbox"/> Dental <input type="checkbox"/> Vision	Insurance Company Name	Phone Number (____) _____ - _____	Group Number	Policy Number
	Policy Coverage Dates to _____	Policy Holder Name	Social Security Number	
Family Members Covered		Medicare Card Number	Effective Date Part A: ____/____/____ Part B: ____/____/____	

Flexible Spending Account Elections

If enrolling, fill in your election below and complete the HealthSmart Enrollment Form

Healthcare Spending Account

The amount you elect will be deducted in equal payments for the remainder of the calendar year.

Minimum Election: \$100 / Maximum Election: \$2,550

Annual Election: \$ _____ Per Pay (____) Deduction \$ _____

Dependent Care Spending Account

Minimum Election: \$100 / Maximum Election: \$5,000 or \$2,500 (married filing separately)

Annual Election: \$ _____ Per Pay (____) Deduction \$ _____

Voluntary Life and AD&D Insurance Elections

If enrolling, fill in your election below and complete the CIGNA Voluntary Life Application if you elect over the Guarantee Issue Amount

If you enroll within 31 days of your initial eligibility, you are eligible to elect up to the Guarantee Issue amount without providing evidence of good health. If you did not enroll for Voluntary Life within 31 days of your initial eligibility, you will need to provide evidence of good health in order to enroll.

During Open Enrollment, if you are currently enrolled for Voluntary Life under the Guarantee Issue Amount, you may increase your current amount by \$10,000 not to exceed Guarantee Issue without providing evidence of good health.

Coverage Type	Supplemental Life Amount Elected	Supplemental AD&D Amount Elected	No Change	Waive
Employee Coverage	\$ _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Spouse Coverage	\$ _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Child(ren) Coverage	\$ _____	N/A	<input type="checkbox"/>	<input type="checkbox"/>

Certification and Authorization

I certify that all information on this form is true and complete to the best of my knowledge.

I understand that my Medical, Dental and Vision premiums and my Flexible Spending Account contributions will be deducted Pre-Tax.

- During the course of the Plan Year (1/1/16 to 12/31/16), I may not increase, decrease, or eliminate any pre-tax payroll-deducted premiums unless I experience a related "change in status". Examples include marriage, divorce, death of spouse or child, birth or adoption of a child, loss of other coverage, or termination of your spouse's employment.

If you would prefer Post-Tax deductions please see Human Resources.

I understand that for Life and AD&D Insurance I must be actively at work in order for coverage to take effect and that coverage must be approved by CIGNA.

I authorize deductions for the required contributions from my earnings.

EMPLOYEE SIGNATURE:	DATE:
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