



## DENTAL ENROLLMENT / CHANGE FORM

PLEASE TYPE OR PRINT LEGIBLY – IN BLUE OR BLACK INK ONLY

### 1. SUBSCRIBER INFORMATION - To be completed by Employee

LAST NAME (SUBSCRIBER)		FIRST NAME		SOCIAL SECURITY / I.D. #		SEX <input type="checkbox"/> M <input type="checkbox"/> F		DATE OF BIRTH (MM-DD-YYYY)	
MAILING ADDRESS				CITY		STATE	ZIP		TELEPHONE NO.
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> DOMESTIC PARTNER <input type="checkbox"/> MARRIED						E-MAIL ADDRESS TO RECEIVE HEALTH THROUGH ORAL WELLNESS® (HOW®) MESSAGES			

### 2. GROUP INFORMATION - To be completed by Employer

GROUP NAME			STREET ADDRESS, CITY, STATE, ZIP							
GROUP NUMBER		SUBLOCATION NUMBER			DIVISION			MISC. INFO (i.e. STORE LOC)		
EFFECTIVE DATE (MM-DD-YYYY)		EMPLOYEE DATE OF HIRE (MM-DD-YYYY)			EMPLOYEE DATE OF REHIRE (MM-DD-YYYY)			IF DUAL OPTION, SELECT PLAN <input type="checkbox"/> N/A <input type="checkbox"/> LOW <input type="checkbox"/> HIGH		

### 3. REASON FOR ENROLLMENT/CHANGE - Check all appropriate boxes

EXACT DATE OF STATUS CHANGE (MM-DD-YYYY)				MISCELLANEOUS CHANGE:											
<b>ADD:</b> <input type="checkbox"/> New enrollment <input type="checkbox"/> Annual open enrollment <input type="checkbox"/> COBRA Due to: <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Other: <input type="checkbox"/> Adoption <input type="checkbox"/> Employment change for spouse <input type="checkbox"/> Part-time to full-time employment status				<b>DELETE:</b> <input type="checkbox"/> Annual open enrollment <input type="checkbox"/> Employment change for spouse <input type="checkbox"/> Full-time to part-time employment status <input type="checkbox"/> Divorce <input type="checkbox"/> Deceased <input type="checkbox"/> Retirement <input type="checkbox"/> Other Coverage <input type="checkbox"/> Other _____				<input type="checkbox"/> Name change – Previous name: _____ <input type="checkbox"/> Transfer from sublocation: _____ <input type="checkbox"/> Address change <input type="checkbox"/> Other: _____				<b>COVERAGE LEVEL REQUESTED</b> <input type="checkbox"/> Subscriber Only <input type="checkbox"/> Subscriber & Spouse <input type="checkbox"/> Subscriber & Child <input type="checkbox"/> Subscriber & Children <input type="checkbox"/> Family			

### 4. DEPENDENT INFORMATION - List all dependents to be newly enrolled, or those dependents who are affected by an addition or deletion listed above in section #3. If you are enrolling some but not all of your eligible dependents, your other dependents must have coverage elsewhere.

LAST NAME (IF DIFFERENT)	FIRST NAME	DATE OF BIRTH MM-DD-YYYY	SEX M/F	RELATIONSHIP TO SUBSCRIBER	*	ADD/DELETE	E-MAIL FOR SPOUSE AND/OR DEPENDENTS OVER THE AGE OF 18

\*Check if dependent is incapacitated. Legal documentation may be required.

### 5. OTHER GROUP COVERAGE (COORDINATION OF BENEFITS)

Will this dental coverage replace another Northeast Delta Dental Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, complete the following:	
POLICYHOLDER ID # / SOCIAL SECURITY #		EFFECTIVE DATE (MM-DD-YYYY)	

**Statements made in this document are deemed to be representations and not warranties.** I represent that all information is true and correct to the best of my knowledge. I understand that by not choosing a network provider for myself or any family member, I may be responsible for higher out-of-pocket expenses. I also understand that the effective date and termination date of my membership will be determined by my employer or plan sponsor in accordance with the underwriting guidelines of Northeast Delta Dental. If my employer or plan sponsor requires employee contributions for this coverage, I authorize the deductions of these amounts from my wages. I further authorize my employer or plan sponsor to deduct any premium which is owed by me as of the date my application is approved. I understand that my dependents and I must remain enrolled and can discontinue our coverage only during open enrollment, except in the event of a qualified family status change. **By signing below I hereby accept coverage. This policy provides dental benefits only. Review your policy carefully.**

SUBSCRIBER SIGNATURE (REQUIRED): \_\_\_\_\_ DATE: \_\_\_\_\_