



## Enrollment and Change Form

Mark all boxes and complete all sections that apply. Return completed form to Human Resources.

<b>APPLICANT</b>	Your Name (Last, First, Middle)		Group Name		Policy Number	
	Address		<b>City of Peabody</b>		<b>755377</b>	
			City		State	Zip
Social Security #	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Job Title/Occupation		
<b>LIFE INSURANCE</b>	<p><i>Check with your Human Resources/Benefits Department about coverage options available to you and Evidence of Insurability requirements.</i></p>					
	<b>Life Insurance</b>  <input type="checkbox"/> Basic Life and AD&D  <input type="checkbox"/> Additional Life (Increments of \$10,000 to \$500,000) Amount Requested: \$ _____  <input type="checkbox"/> Additional AD&D (Increments of \$10,000 to \$500,000) Amount Requested: \$ _____			<b>Dependent Life Insurance</b>  <input type="checkbox"/> Spouse Life (Increments of \$5,000 to \$100,000, not to exceed 50% of employee additional life amount) Amount Requested: \$ _____  <input type="checkbox"/> Spouse AD&D (Increments of \$5,000 to \$100,000, not to exceed 50% of employee additional life amount) Amount Requested: \$ _____  <input type="checkbox"/> Child Life (Flat \$5,000) Amount Requested: \$ _____  Spouse Name _____ DOB _____  Child Name _____ DOB _____		
	<p><i>This designation applies to Life, AD&amp;D and Additional Life Insurance available through your Employer, if any. Designations are NOT valid unless signed, dated, and delivered to your Employer during your lifetime. See page 2 for further information.</i></p>					
<b>BENEFICIARY</b>	Primary- Full Name		Address		Social Security #	
	Relationship				% Benefit	
	Contingent- Fill Name		Address		Social Security #	
Relationship				% Benefit		
<b>CHANGE</b>	<p><i>Use this section only when you wish to make a change after insurance becomes effective. Complete all boxes and sections that apply.</i></p>					
	<input type="checkbox"/> Add Dependent		<input type="checkbox"/> Delete Dependent		<input type="checkbox"/> Name Change	
<input type="checkbox"/> Beneficiary Change		<input type="checkbox"/> Other _____		Date of Add/delete _____ Former name _____		

<b>SIGNATURE</b>	<i>I wish to make the choices indicated on this form. If electing coverage, I authorize deductions from my wages to cover my contribution, if required, toward the cost of insurance. I understand that my deduction will change if my coverage or costs change.</i>			
	Member/Employee Signature Required			Date (Mo/Day/YR)
<b>Human Resources/Benefits Department-</b> Complete this section. Retain form for your records				
Class	Billing Category	Date of Hire/Rehire	Hours Worked Per Week	Earnings \$ _____ Per: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year

Page 1 of 2

### Beneficiary Information

- \* Your designation revokes all prior designations.
- \* Benefits are only payable to a contingent Beneficiary if you are not survived by one or more primary Beneficiary(ies).
- \* If you name two or more Beneficiaries in a class:
  1. Two or more Beneficiaries will share equally, unless you provide for unequal shares.
  2. If you provide for unequal shares in a class, and two or more Beneficiaries in that class survive, we will pay each surviving Beneficiary his or her designated share. Unless you provide otherwise, we will then pay the share(s) otherwise due to any deceased Beneficiary(ies) to the surviving Beneficiaries pro rata based on the relationship that the designated percentage or fractional share of each surviving Beneficiary bears to the total shares of all surviving Beneficiaries.
  3. If only one Beneficiary in a class survives, we will pay the total death benefits to that Beneficiary.
- \* If a minor (a person not of legal age), or your estate, is the Beneficiary, it may be necessary to have a guardian or a legal representative appointed by the court before any death benefit can be paid. If the Beneficiary is a trust or trustee, the written trust must be identified in the Beneficiary designation. For example, "Dorothy Q. Smith, Trustee under the trust agreement dated \_\_\_\_\_."
- \* A power of attorney must grant specific authority, by the terms of the document or applicable law, to make or change a Beneficiary designation. If you have any questions, consult your legal advisor
- \* Dependents Insurance, if any, is payable to you, if living, or as provided under your Employer's coverage under the Group Policy.

