

# Benefits Change Form

For BOE Use Only  
 Event / Date \_\_\_\_\_  
 Input Elections \_\_\_\_\_

<b>Quincy Public Schools Employee Information</b>			
Name (Last, First, Middle Initial)	Social Security #	Building Location	
Address	City, State, Zip	Gender (M/F)	Phone

**Date of Event:** \_\_\_\_\_ **NOTE:** This form must be received by the Benefits Coordinator **within 30 days** of the event.

<b>Enroll/Add/Change</b> <input type="checkbox"/> Birth/Adoption <input type="checkbox"/> Marriage <input type="checkbox"/> Other Qualified Adult <input type="checkbox"/> Change to Full Time <input type="checkbox"/> Other: _____ _____ _____	<b>Enroll/Add</b> <input type="checkbox"/> Legal Guardianship <input type="checkbox"/> Divorce <input type="checkbox"/> Involuntarily Lost Coverage <input type="checkbox"/> Other: _____ _____ _____	<b>Delete Dependent</b> <input type="checkbox"/> Death of Dependent <input type="checkbox"/> Divorce <input type="checkbox"/> Dependent newly eligible for own benefits due to job commencement, job change, or their employer's Open Enrollment.	<b>Cancel</b> <input type="checkbox"/> Cancel coverage for me and my dependents: Reason: _____ _____ _____
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Check the appropriate box(es) to indicate where you wish to make an addition or deletion to your current benefits coverage.

<b>Health Plan</b> <input type="checkbox"/> M7 <input type="checkbox"/> H1 <input type="checkbox"/> M8 <input type="checkbox"/> H4 <input type="checkbox"/> M3 <input type="checkbox"/> Waive	<b>Dental Plan</b> <input type="checkbox"/> High Plan <input type="checkbox"/> Low Plan <input type="checkbox"/> Waive	<b>Vision Plan</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Waive	<b>Voluntary Life</b> <input type="checkbox"/> Employee – Request Change to \$ _____ <input type="checkbox"/> Spouse – Request Change to \$ _____ <input type="checkbox"/> Child – Request Change to <input type="checkbox"/> \$5,000 or <input type="checkbox"/> \$10,000 <input type="checkbox"/> Waive
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\*Canceling or waiving medical coverage also cancels prescription drug coverage. If you are canceling or waiving medical coverage because you are covered under another individual's medical plan, please provide the following information:  
 Name of Policy Holder: \_\_\_\_\_ Group Number: \_\_\_\_\_  
 Name of Employer: \_\_\_\_\_

**Employee and Dependent Information** – You must complete the following section for all additional and/or deletions. Enter the information for each individual, and then write **A** in the appropriate benefit column to add your coverage or **D** to delete from your coverage, or **C** to change.

Name (Last, First, Middle Initial)	Social Security Number	Relation-ship Code	Gender (M/F)	Date of Birth	Medical	Dental	Vision	Life

Social Security Number not required for newborns.  
 Relationship Codes: EE = QPS Employee, SP = Spouse, C = Child, OQA = Other Qualified Adult

**Medicaid or Medicare** – Are any of the dependents listed above eligible for Medicaid or Medicare? If yes, provide the following information and attach a copy of the Medicaid or Medicare card.

First Name	Medicaid or Medicare #	Part A (Hospital) Eff. Date	Part B (Medical) Eff. Date	Part D (RX) Eff. Date
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**Authorization and Signature** – The information provided above is correct to the best of my knowledge. I have reviewed the benefit enrollment materials and agree to the terms and conditions listed there. I authorize deductions, if appropriate, for my benefit choices based on the current rate and any future rate changes (increases or decreases).

Signature of QPS Employee	Date Signed
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