

PLEASE PRINT CLEARLY AND BE SURE TO SIGN AND DATE THIS FORM

**EMPLOYEE INFORMATION – PLEASE PRINT**

LAST NAME:		FIRST NAME:		DATE OF BIRTH:	GROUP #
STREET ADDRESS:			CITY:	STATE:	ZIP: PHONE #:
CHECK ONE: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CHECK ONE: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	EMPLOYEE SOCIAL SECURITY NUMBER:		EMPLOYEE (J) # J	<b>TYPE COVERAGE:</b> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> FAMILY

**NATURE OF THE APPLICATION – CHECK THE APPROPRIATE BOX FOR THE ACTION DESIRED**

<input type="checkbox"/> NEW CONTRACT APPLICATION	<b>CHANGE CONTRACT:</b> <input type="checkbox"/> NAME CHANGE/ADDRESS CHANGE <input type="checkbox"/> TYPE COVERAGE CHANGE	<b>ADD/REMOVE DEPENDENT:</b> <input type="checkbox"/> ADD SPOUSE <input type="checkbox"/> ADD CHILD	<input type="checkbox"/> REMOVE SPOUSE <input type="checkbox"/> REMOVE CHILD
DATE EVENT OCCURRED (EXAMPLE: DATE OF MARRIAGE, BIRTH DATE OF CHILD, DATE OF DEATH, ETC.): _____			

**LIST ALL DEPENDENTS ELIGIBLE UNDER THIS CONTRACT AND PROVIDE SOCIAL SECURITY NUMBER AND/OR ITIN NUMBER  
The Social Security Number for the employee and ALL dependents must be provided in order for this application to be processed.**

LAST NAME	FIRST NAME	RELATIONSHIP	SOCIAL SECURITY NUMBER AND/OR ITIN NUMBER			DATE OF BIRTH		
			MONTH	DAY	YEAR			
		SPOUSE <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE						
		<input type="checkbox"/> SON <input type="checkbox"/> DAUGHTER						
		<input type="checkbox"/> SON <input type="checkbox"/> DAUGHTER						
		<input type="checkbox"/> SON <input type="checkbox"/> DAUGHTER						
		<input type="checkbox"/> SON <input type="checkbox"/> DAUGHTER						

**EMPLOYEE CERTIFICATION – CHECK ONE**

I am requesting cancellation of my existing benefits as indicated.  
 I am applying for coverage under the USA Health & Dental Plan.

I understand that my application is subject to the terms and conditions of the Plan and that coverage is subject to the eligibility rules and plan of benefits as stated in the USA Health & Dental Plan Member Handbook. I understand that any misrepresentation is fraud and will be pursued to the fullest extent allowed by law. I understand that coverage under the Plan will not become effective until my application is accepted by evidence of issuing an identification card or other written notice. I agree to notify the USA Human Resources department if an eligible dependent has a change-in-status, especially if a dependent is no longer a dependent due to divorce. I authorize my doctor, hospital or anyone else to give all medical records for anyone covered under my coverage to the claims administrator for the operation of the Plan including determination of eligibility and benefits. I agree to cooperate with the claims administrator and provide information required to administer the Plan, pay claims, coordinate benefits with other coverage, subrogate against another responsible party or recover benefits paid in error. I agree that benefits may be paid directly to providers of service and such payment will release the Plan of its benefit obligation.

**TOBACCO USE CERTIFICATION:**

The USA Health & Dental Plan is committed to helping you achieve your best health. The Wellness Incentive is available to all employees. If you think you might be unable to meet the standard under this Wellness Program, you may qualify for an opportunity to earn the same reward by different means. Contact the USA Human Resources department for additional information.

**HAVE YOU OR YOUR SPOUSE USED TOBACCO PRODUCTS WITHIN THE LAST SIX (6) MONTHS?:**  YES  NO

Premiums are paid one-month in advance. Based on the date of your enrollment application, retroactive premium payments may be required to start your coverage. Further, I attest that everything in the application is true.

 \_\_\_\_\_  
Signature of Employee

 \_\_\_\_\_  
Date Signed

**STOP – TO BE COMPLETED BY UNIVERSITY OF SOUTH ALABAMA HR DEPARTMENT REPRESENTATIVE**

All the information appears to be complete and correct.

 \_\_\_\_\_  
Signature of HR Representative

 \_\_\_\_\_  
Date