



**Midwest Regional Office
P. O. Box 8012
Appleton, WI 54912-8012**

**CITY OF NEWTON
DENTAL INSURANCE ENROLLMENT FORM**

PLEASE PRINT OR TYPE-SEE INSTRUCTIONS ON BACK

Active Employee – Guardian Dental

1. PLAN HOLDER NAME: CITY OF NEWTON	2. EFFECTIVE DATE:	3. GROUP #: 438073	4. Division #:	5. Employee #:	
6. LAST NAME:	7. FIRST NAME:	8. SOCIAL SECURITY #:	9. DOB:	10. SEX:	
11. HOME ADDRESS:	12. CITY:	13. STATE:	14. ZIP:	15. PHONE #: ()	
16. <input type="checkbox"/> Municipal. Employee I GET PAID (check appropriate box) <input type="checkbox"/> Weekly - 52 paychecks <input type="checkbox"/> Monthly - 12 paychecks				<u>Deduction Code</u> <i>HR Use Only</i>	
17. <input type="checkbox"/> I ELECT BASIC DENTAL <input type="checkbox"/> I ELECT HIGH OPTION DENTAL					
18. PLEASE LIST ALL ELIGIBLE DEPENDENT (S) COVERED UNDER YOUR POLICY: * Full time Student is a child over the age of 20 who has not reached age 26 and is attending a full time two or four year School.					
<u>First Name</u>	<u>Last Name</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Relationship</u>	<u>* Full-Time Student</u>
19. REASON FOR SUBMISSION (Check Applicable Boxes)					
<input type="checkbox"/> Qualifying Event (Description): _____ Date: _____ <input type="checkbox"/> New Addition: <input type="checkbox"/> Individual <input type="checkbox"/> Family, <input type="checkbox"/> Change: <input type="checkbox"/> Basic to High Option <input type="checkbox"/> High Option to Basic and/or <input type="checkbox"/> Individual to Family <input type="checkbox"/> Family to Individual <input type="checkbox"/> Termination: Date of Termination: _____ <input type="checkbox"/> Add Dependent to Family <input type="checkbox"/> Reinstatement <input type="checkbox"/> COBRA Reinstatement of Subscribe <input type="checkbox"/> Name/Address Change <input type="checkbox"/> COBRA New addition of dependent formerly covered under I.D.#: _____ <input type="checkbox"/> Remove Dependent from Student Status					
I authorize my employer to take deductions from my pay if contributions are required for the insurance. The information provided is true and correct to the best of my knowledge. Any person who with the intent to defraud or knowing that he/she is facilitating a fraud against an insurer; submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.					
_____ Signature of Employee			_____ Date		

Instructions for completing the Guardian Dental Insurance Enrollment Form

If you wish to enroll, make changes or terminate your dental insurance:

1. Please complete the Enrollment Form on the reverse side.
2. Include all dependent information, if appropriate.
3. Be sure to check the box to elect either Basic or High Option Coverage.
4. Examples of some Qualifying Events:
 - New Enrollment
 - Birth or Adoption of child
 - Death
 - Marriage/Divorce/Legal Separation
 - Loss of Insurance Coverage
 - Reduction in Hours
5. Sign and date the Enrollment Form.
6. Mail Form to:
Human Resources, Room 210
City of Newton 1000 Commonwealth Avenue
Newton Center MA 02459

Or

Fax Form to (617) 796-1272