RESET

STATE OF TENNESSEE GROUP INSURANCE PROGRAM

BASIC TERM LIFE/AD&D INSURANCE ENROLLMENT/CHANGE APPLICATION

University ofTennessee • Payroll, Benefits and Retirement • Benefits Administration
505 Summer Place - UT Tower 907 • Knoxville, TN 37902 • 865.974.5251 • utinsurance@tennessee.edu

PART 1: TYPE OF REQUEST

ENROLLMENT ❑ Add Coverage ❑ Change Coverage	❑ New Hire ❑ Newly Eligible	❑ Special Enrollment* Complete page 2 and page 3 (if applicable) and return to your agency benefits coordinator.	❑ Update Dependent(s) ❑ Add** ❑ Terminate Complete page 2 and return to your agency benefits coordinator.
BENEFICIARY DESIGNATION ❑ Add ❑ Change	Beneficiary Designation Effective Date: _____ Complete page 2 and return to your agency benefits coordinator.		

PART 2: ELECT COVERAGE

❑ Employee only	❑ Employee + spouse	❑ Employee + spouse + child(ren)	❑ Employee + child(ren)

❑ I want department-paid and employee-paid basic term life/AD&D employee coverage. Note: This is 1.5 times my base annual salary as of date of hire or Sept. 1 of each year (effective Oct. 1) with a maximum basic term life coverage of $50,000 and basic AD&D coverage of two times the basic term life coverage. (Eligible dependents may be enrolled with this option.)

❑ I am requesting to enroll dependents [Complete page 2 and page 3 (if applicable). Return to your agency benefits coordinator.]

❑ I only want department-paid basic term life/AD&D coverage. **Note: You may not enroll dependents or increase your coverage above the state-paid amount in the future unless you have a special qualifying event.**

PART 3: EMPLOYEE INFORMATION

FIRST NAME	MI	LAST NAME	DATE OF BIRTH	GENDER	MARITAL STATUS
				❑ M ❑ F	❑ S ❑ M ❑ D ❑ W

SOCIAL SECURITY NUMBER	EMPLOYING AGENCY	DAYTIME PHONE NUMBER	EDISON ID

HOME ADDRESS	CITY	ST	ZIP CODE

PART 4: EMPLOYEE AUTHORIZATION

I understand this enrollment is only for basic term life/basic AD&D coverage and that it is up to me as the employee to designate a beneficiary. I further understand that I can only change my beneficiary designation(s) in Edison or by completing a new application and returning it to my agency benefits coordinator. If I fail to designate a beneficiary, I understand, that in the event of my death, proceeds will be paid to my spouse, children, parents, or estate according to applicable certificate of coverage provisions.

I authorize the State Group Insurance Program to release information to its life insurance contractor on behalf of myself and all family members required to establish eligibility and coverage levels for the purpose of obtaining life insurance coverage. This authorization shall be in force while I have a pending application or maintain enrollment with the SGIP's life insurance company. The SGIP will not condition treatment, payment, or enrollment eligibility on the signature of this authorization and may not have the right to control further disclosures of this information.

I confirm that all information I have provided herein is accurate and that I may be subject to disciplinary and/or legal action if I provide false and/or misleading information. I authorize my employer to deduct the required premium from my salary/wages.

_____ _____

EMPLOYEE SIGNATURE DATE

PART 5: AGENCY SECTION – MUST BE COMPLETED BY AGENCY BENEFITS COORDINATOR

HIRE DATE	ABC SIGNATURE/DATE

NAME	EDISON ID	OR	SSN

DEPENDENT INFORMATION – SEE STATEMENT AT THE TOP OF PAGE 3

Name (First, MI, Last)	Date of birth	Relationship	Gender	Acquire date	SSN

❑ A separate sheet with more dependents is attached

PRIMARY BENEFICIARY DESIGNATION

	NAME	PHONE NUMBER	SSN	RELATIONSHIP	BENEFIT %
1.					
HOME ADDRESS			CITY	STATE	ZIP CODE
2.					
HOME ADDRESS			CITY	STATE	ZIP CODE
3.					
HOME ADDRESS			CITY	STATE	ZIP CODE
ADD PRIMARY BENEFICIARY BENEFIT PERCENTAGES FROM THE LINES ABOVE. TOTAL MUST BE 100%.					**TOTAL BENEFIT %:**

CONTINGENT BENEFICIARY DESIGNATION

	NAME	PHONE NUMBER	SSN	RELATIONSHIP	BENEFIT %
1.					
HOME ADDRESS			CITY	STATE	ZIP CODE
2.					
HOME ADDRESS			CITY	STATE	ZIP CODE
3.					
HOME ADDRESS			CITY	STATE	ZIP CODE
ADD CONTINGENT BENEFICIARY BENEFIT PERCENTAGES FROM THE LINES ABOVE. TOTAL MUST BE 100%.					**TOTAL BENEFIT %:**

NAME	EDISON ID	OR	SSN

DEPENDENT INFORMATION: The acquire date is the date of marriage, birth, adoption, guardianship, etc. **Proof of dependent's eligibility is required for all new dependents and must be submitted with your application. Ask your ABC about dependent verification documents or view information at https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/deva_eligible_docs.pdf.

***SPECIAL ENROLLMENT: You may have additional opportunities to enroll in Basic Term Life/AD&D coverage if you or adependent lose coverage under any other group life insurance plan, or if you acquire a new dependent during the planyear, subject to meeting all eligibility and enrollment criteria.**

INSTRUCTIONS: Check the box in the qualifying event section below to identify the event(s) which applies to you. Submit this page along with the required documentation, proof of prior coverage and your completed application.

NOTE: Application for enrollment must be made within 60 days of the loss of eligibility for other insurance coverage or within 30 days of a new dependent's acquire date. Voluntary actions resulting in loss of coverage (such as voluntary cancellation of coverage and cancellation for not paying premiums) ARE NOT qualifying events. Electing to cancel, waive or decline coverage during another plan's enrollment period IS NOT a qualifying event.

Retroactive coverage (a coverage effective date that begins before an enrollment is completed and submitted to BA) **is not allowed except for birth, adoption and placement for adoption**. For all other events, the earliest effective date allowed for coverage under this plan is the first day of the month following the date that your enrollment request, including all required documentation, is completed and submitted to BA. Enrollment should be completed and submitted to BA as soon as possible to ensure the earliest possible effective date. The examples provided below assume all eligibility requirements are satisfied and that required documentation is submitted with enrollment.

EXAMPLE 1

Marriage date is June 15 (30- day enrollment period applies):

- enrollment submitted to BA on June 25 = 7/1 effective date
- enrollment submitted to BA on July 10 = 8/1 effective date
- enrollment submitted on or after July 16 will exceed the 30-day enrollment period, and your request will be denied

EXAMPLE 2

Loss of other coverage date is June 30 (60-day enrollment period applies):

- enrollment submitted to BA on June 30 = 7/1 effective date
- enrollment submitted to BA on July 10 = 8/1 effective date
- enrollment submitted to BA on August 5 = 9/1 effective date
- enrollment submitted on or after August 30 will exceed the 60-day enrollment period, and your request will be denied

QUALIFYING EVENT	EFFECTIVE DATE	DOCUMENTATION REQUIRED
☐ An event causing the loss of eligibility for coverage from another group life insurance plan***	The effective date is the first day of the first calendar month after the date BA receives the request for special enrollment	Written documentation from an employer, former employer, insurance company, or former insurance company on company letterhead that lists (1) names of covered participants; (2) dates of coverage including your coverage at the time coverage in this plan was declined; (3) types of coverage (medical, dental, life, vision); (4) each participant that lost eligibility for coverage; (5) the date of loss of eligibility to continue coverage, and (6) the reason why eligibility for coverage was lost
☐ An event that results in acquisition of a new dependent spouse or stepchild acquired by marriage, or a child acquired pursuant to an order of guardianship****	The effective date is the first day of the first calendar month after the date BA receives the request for special enrollment	1. Marriage Certificate 2. Birth Certificate (will accept mother's copy for newborn) 3. Order of Guardianship requiring financial support and provision of insurance coverage, which sets out the date of the guardianship period
☐ An event that results in acquisition of a new dependent acquired by birth, adoption, or placement in legal custody for adoption****	The effective date is the date of birth, adoption, or placement for adoption	1. Birth Certificate (will accept mother's copy for newborn) 2. Final Order of Adoption or Order of Custody in anticipation of adoption

*** When eligibility for coverage under other insurance is lost, only the Employee and any dependents who lose the other coverage may enroll. The employee and dependents may only enroll in the types of coverage lost.

**** When a new dependent is acquired, an Employee may enroll in coverage for employee only or employee and dependent(s). The employee may add the new dependent and previously eligible dependents (those who were not enrolled when initially eligible and are otherwise still eligible).