



# Workplace Benefits Change Form

Instructions: Please complete boxes outlined in **RED**

## A: Personal Information

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Marital Status: Single Married Divorced Widowed  
Gender: Male Female

## B: Type of Change **[MUST SELECT OPTION(S) AND FILL IN INFORMATION]**

### Name Change:

Previous Name:

New Name:

### Address Change:

Previous Address:

New Address:

### Dependent Changes:

#### Dependent 1

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_  
Gender: Male Female Enroll Delete Relationship:

#### Dependent 2

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_  
Gender: Male Female Enroll Delete Relationship:

#### Dependent 3

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_  
Gender: Male Female Enroll Delete Relationship:

#### Dependent 4

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_  
Gender: Male Female Enroll Delete Relationship:

### C: Qualifying Event Information\*

Qualifying Event:

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Date of Qualifying Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Proof of qualifying event may be requested

### D: Acknowledgement of Coverage and Signature

Name Printed:

Signature:

Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_