

Insurance Benefit Enrollment Form

Return to: National Insurance Services, Attn: Billing Department
 250 S. Executive Drive, Suite 300 Brookfield, WI 53005-4273
 Phone 1.800.627.3660 Fax 262.814.1397



Enter your information:

Employer Name: City of Shakopee		NIS Group Number: 027020	
Full Name (Last name, First name, Middle Initial):		Date of Hire:	
Home Address:	City:	State:	Zip:
Social Security Number:	<input type="checkbox"/> Single <input type="checkbox"/> Married	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Date of Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation/Title:		Hours worked per week:	Annual Salary:

*If you are not a U.S. Citizen, please provide a copy of your Visa.

Insurance benefits:

Employer-Provided Insurance Benefits:	
<input checked="" type="checkbox"/> Long-Term Disability	
<input checked="" type="checkbox"/> Basic Life and AD&D	
<input type="checkbox"/> Dependent Life - Dependents include a spouse and/or unmarried child(ren) up to age 25, but please see the employee certificate for details.	
Optional Insurance Benefits:	
<input type="checkbox"/> Elect <input type="checkbox"/> Decline	Supplemental Life Amount \$ _____ (\$5,000 increments to a maximum of \$100,000) Employee Supplemental AD&D is equal to the amount of Employee Supplemental Life insurance elected. See Rate Table on Page 3

Sign here (required whether electing or declining any coverage):

I have been given the opportunity to apply for group insurance and agree to accept or decline coverage(s) as noted above. If I am declining coverage(s), I understand that if my dependents or I decide to apply for coverage at a later date, Evidence of Insurability (medical questions) may be required at my own expense and the insurance company must approve coverage. If I have elected any coverage(s) above, I authorize my employer to make any required deductions, if any, from my salary to pay my portion of the insurance premium when my insurance becomes effective.

Warning: Any person who knowingly presents false information on an application for insurance may be guilty of a crime and subject to fines, confinement in prison, and/or denial of insurance benefits.

Signature:	Date:
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Instructions for the employee: Complete and return this form to your Benefits Administrator.

Instructions for the Benefits Administrator: Retain a copy of this form for your records and provide employee with a copy. Mail original to National Insurance Services at the address above.

More on other side ----->

Full Name:	Employer Name: City of Shakopee	Date:
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Enter your Life Insurance beneficiary information:

Primary Beneficiary(ies) Attach additional pages if necessary.

Full Name:	Relationship to you:	% of Benefit
Full Name:	Relationship to you:	% of Benefit
Full Name:	Relationship to you:	% of Benefit

Secondary Beneficiary(ies) Attach additional pages if necessary.

Full Name:	Relationship to you:	% of Benefit
Full Name:	Relationship to you:	% of Benefit
Full Name:	Relationship to you:	% of Benefit

Spouse's Signature (May be required if choosing a primary beneficiary other than your spouse. Under state law a beneficiary other than your spouse may not be honored unless your spouse signs below. Please consult with your legal advisor before making such a designation.)

Spouse's Name:	Signature:	Date:
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Add spouse/dependent information:

Please provide the following information if electing Dependent Coverage. Attach additional pages if necessary.

Full Name	Date of Birth	Social Security #	Full-Time Student?
Spouse:			n/a
Child:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Child:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Child:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Child:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Child:			<input type="checkbox"/> Yes <input type="checkbox"/> No

Sign here:

Signature:	Date:
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More on next page

