OKLAHOMA
Office of Management & Enterprise Services

Human Capital Management
Employee Benefits Department

NEWLY ELIGIBLE FORM

2401 N. Lincoln Blvd., Oklahoma City, OK 73105 – Phone: 405-522-5528 or 800-219-8115

Employee information (Please print)			SSN		Payroll ID
Last name	First name	Middle initial			Email
Home mailing address			City	State	ZIP
Home phone ( )			Date of birth	☐ Married ☐ Single	☐ M ☐ F

Hiring agency	Agency name	Agency #/location code	Work phone ( )
Date employed / /		Effective date / 01 /	Pay frequency ☐ 12 ☐ 24

Premium conversion (Available for all)	Provides tax savings on eligible premiums. Enrollment is automatic unless you check the No box.	☐ No = All Premiums taxed.

Opt out	Active employees may opt out of the basic plan (life, disability, health and dental), or health and dental insurance only, if the employee is currently covered under another **group insurance plan**. The employee must provide required documentation of coverage, or TRICARE coverage and a copy of the DD2 Retirement Card, and attach to this form. Contact your benefits coordinator for the form and information.	Basic plan ☐	Health and dental ☐

Health insurance	Plan name and option level	Authorized ZIP
HMO applicants select primary care physician		

Dental insurance	Plan name	**DMO applicants select primary care dentist**

Vision insurance (Available for all)	☐ Employee only ☐ Employee and family ☐ None	Plan name

Supplemental Life Insurance

Annual salary $_____

Basic Life and Supplemental Life can only be added as a new hire employee, during Option Period or within 30 days after losing other group life insurance. The Supplemental Life Guaranteed Issue amount can be up to two times your annual salary, rounded up to the next $20,000 increment. The maximum Supplemental Life allowed [including Guaranteed Issue] may not exceed $500,000.
Amounts requested over your GI require completion of a separate life insurance application form.

☒ Basic (required)	$_____
☐ Guaranteed Issue (up to 2x annual salary at time of employment)	$_____
☐ Supplemental Life AGI	$_____
TOTAL	$_____

Dependent Life Insurance	☐ Yes ☐ No	If yes, select option ☐ Premier ☐ Standard ☐ Low

Flexible spending accounts (Available for all)

Per pay period

☐ Dependent care account	Annual minimum = $600, annual maximum = $5,000	_____
☐ Health care account	Annual minimum = $120, annual maximum = $2,700	_____

Health savings account (For use with the High Deductible Health Plan)

Per pay period

☐ HSA _____

Employee authorization

I authorize and agree to any NECESSARY salary reduction to implement my elections. I UNDERSTAND MY ELECTIONS ARE BINDING AND IRREVOCABLE AND WILL REMAIN IN EFFECT FOR THE FULL PLAN YEAR UNLESS I EXPERIENCE AN ALLOWABLE MIDYEAR CHANGE EVENT. I understand I have 30 days from the event to request any applicable changes to my options for this plan year. I also understand any money left in the reimbursement account(s) will be forfeited at the end of the plan year grace period or upon my termination with the state.

Employee signature	**Date**	**Agency #/location**
_____	_____	_____/_____

SSN

Dependent information

Spouse:

- ☐ **Add health**
- ☐ **Add dental**
- ☐ **Add vision**
- ☐ **Add Dep. Life**

Name	SSN
Date of birth ☐ M ☐ F	
Address	City / State / ZIP
Primary care physician	
Primary care dentist	

Child:

- ☐ **Add health**
- ☐ **Add dental**
- ☐ **Add vision**
- ☐ **Add Dep. Life**

Name	SSN
Date of birth ☐ M ☐ F	
Address	City / State / ZIP
Primary care physician	
Primary care dentist	

Child:

- ☐ **Add health**
- ☐ **Add dental**
- ☐ **Add vision**
- ☐ **Add Dep. Life**

Name	SSN
Date of birth ☐ M ☐ F	
Address	City / State / ZIP
Primary care physician	
Primary care dentist	

Declining coverage for dependents

If you are declining enrollment for your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll your dependents in this plan if your dependents lose eligibility for that other coverage (or if the employer stops contributing towards you or your dependents' other coverage). However, you must request enrollment within 30 days after your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. To request special enrollment or obtain more information, contact your agency's benefits coordinator.

Employee signature

Date

X _____ _____

My signature above represents I am declining health coverage on my eligible dependents.

Benefits coordinator authorization, please date and sign.

This enrollment form must be sent to the Employee Benefits Department of HCM with any additional required enrollment documentation (e.g., Exclusion for Spouse Coverage, other group coverage proof, life insurance applications, etc.). An incomplete form (by employee or coordinator) will be returned, resulting in a processing delay or denial of claims.

Benefits coordinator

Phone

Date

X _____ _____ _____

BC email

_____

IMPORTANT! Send form and all attachments to the Employee Benefits Department of HCM.

Print Form with Information **Clear Form**

New Hire

Revised August 2020