

**INSTRUCTIONS PROVIDED ON BACK**

**PART A – EMPLOYEE INFORMATION**

<b>Employee's Name:</b>		Last		First		Middle Initial		<b>Social Security Number</b>	
		/		/				/	
<b>Gender:</b>	Male	Female	<b>Marital Status:</b>		Single	Married	Widowed	Divorced	Legally Separated
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee's Address:</b>		Address				Home Phone Number		Work Phone Number	
		City		State		Zip Code			

**PART B – ENROLLMENT INFORMATION**

<b>Select Coverage Type (Check One Box Only):</b>		<b>Complete If Multiple Plan Options Are Offered</b>
<input type="checkbox"/> Employee Only* <input type="checkbox"/> No Coverage* <input type="checkbox"/> Employee and Spouse      * If waiving coverage for employee and/or any eligible family members, you must complete Part D. <input type="checkbox"/> Employee and Dependent Child(ren) <input type="checkbox"/> Family		
		I elect to participate in the following Plan: <input type="checkbox"/> Plan A <input type="checkbox"/> Plan B <input type="checkbox"/> Plan C <input type="checkbox"/> Plan D

**PART C – DEPENDENT INFORMATION**

Relationship To Employee	First Name, Middle Initial, Last Name (Include Last Name Only if Different From Employee's)	Gender		Date of Birth Month/Day/Year	If Over Age 19, Full-Time Student?
Spouse		M	F	/ /	
Dependent Child		M	F	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dependent Child		M	F	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dependent Child		M	F	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART D – WAIVE COVERAGE**

Do you (the employee) have other dental coverage?  Yes  No    Do your dependents have other dental coverage?  Yes  No

Name of Carrier: \_\_\_\_\_ Policy/Identification Number: \_\_\_\_\_

I waive coverage for myself and/or my dependents and understand that by waiving coverage, whether entirely or partially paid by my employer, that I waive the right to change this selection unless permitted in the group contract's participation requirements and enrollment restrictions. Securian Dental reserves the right to decline any further enrollment changes.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART E – EMPLOYEE SIGNATURE**

I am enrolling myself and/or my dependents and authorize payroll deductions, if applicable. I understand and acknowledge that this Plan contains waiting periods for specified services. I further acknowledge that missing teeth are considered to be a pre-existing condition for which coverage is not available for the first twelve (12) months. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purposes of misleading, information concerning any fact material thereto commits a fraudulent act, which is a crime and subjects such person to criminal and civil penalties.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART F – GROUP ENROLLMENT INFORMATION - THIS PART TO BE COMPLETED BY EMPLOYER**

<input type="checkbox"/> <b>New Group</b> Hire Date: _____ / _____ / _____ Effective Date: _____ / _____ / _____	<input type="checkbox"/> <b>Rehire</b> Date Lay Off Began: _____ / _____ / _____ Date Rehired: _____ / _____ / _____
<input type="checkbox"/> <b>Existing Securian Dental Group Changing Plan</b> Hire Date: _____ / _____ / _____ Prior Coverage Start Date (if applicable): _____ / _____ / _____ Effective Date: _____ / _____ / _____	<input type="checkbox"/> <b>Return from Leave of Absence</b> Date Leave Began: _____ / _____ / _____ Date Returned to Work: _____ / _____ / _____
<input type="checkbox"/> <b>Open Enrollment</b> Coverage Effective Date: _____ / _____ / _____	<input type="checkbox"/> <b>Employee Change Part Time to Full Time</b> Date of Status Change: _____ / _____ / _____ Effective Date: _____ / _____ / _____
<input type="checkbox"/> <b>New Hire – Apply Probationary Period (if applicable) to determine Coverage Effective Date</b> Hire Date: _____ / _____ / _____ Effective Date: _____ / _____ / _____	<input type="checkbox"/> <b>Loss of Coverage – Employee and/or Dependent</b> Hire Date: _____ / _____ / _____ Date of Loss: _____ / _____ / _____ Effective Date: _____ / _____ / _____
<input type="checkbox"/> <b>Previously Waived Coverage – Qualifying Event Reason:</b> _____ Hire Date: _____ / _____ / _____ Event Date: _____ / _____ / _____ Effective Date: _____ / _____ / _____	
<b>Group Name:</b> _____ <b>Group &amp; Subgroup Numbers:</b> _____	
<b>Group Representative's Signature:</b> _____ <b>Date:</b> _____ <b>Phone Number:</b> ( ) _____	

# Instructions for Completion of Securian Dental Enrollment Form

## **Important Notes:**

- Type or print clearly with a pen.
- All dates should be written in MM/DD/YYYY format.
- Before submitting, review to ensure you have provided all necessary information.
- If information is missing or illegible, this form will be returned and may delay your enrollment.
- Enrollment requests are generally completed within five business days of receipt by Securian Dental Plans.

## **Employee – Complete PARTS: A, B, C, D, E**

### **PART A: EMPLOYEE INFORMATION – Complete All Sections**

### **PART B: ENROLLMENT INFORMATION**

#### **Select Coverage Type**

- Select one category that describes your eligible dependents that you want covered under your dental plan.
- If you select *No Coverage*, you and your eligible dependents will not be enrolled and coverage is waived. If this option is selected, you must complete Part D.

#### **Plan Options – Complete if Group Offers Multiple Benefit Plan Options**

- Select only one option: Plan A, Plan B, Plan C or Plan D.

### **PART C: DEPENDENT INFORMATION – Complete Only if Enrolling Eligible Dependents**

- Complete each section for each eligible dependents being enrolled.
- If enrolling more than four dependents, attach a list of additional dependent information in the same format.

### **PART D: WAIVE COVERAGE**

- This section must be completed if in Part B you selected *Employee Only* and have eligible dependents or if you selected *No Coverage*.
- Complete other insurance coverage information.
- Check box to indicate you waive coverage.
- Sign and date the form as verification of your selection.

### **PART E: EMPLOYEE SIGNATURE**

- Please read, sign and date the form as verification of your selection.
- If you selected *No Coverage* in Part B and completed Part D, a signature is not required in Part E.
- Return completed form to your benefit administrator.

## **Employer Complete PART F: GROUP ENROLLMENT INFORMATION**

- Review sections completed by employee to assure information provided is complete, accurate and legible.
- When reporting effective dates, use contractual start and stop guidelines as defined in your contract (i.e., first of the month, end of month, or actual dates).
- Check one section that describes reason Membership Enrollment Form is being submitted.
- Complete all dates in applicable section:
  - Hire Date – Date employee was employed by group.
  - Effective Date – Date the individual's dental benefits begin.
  - Prior Coverage Start Date – Is used in administration of benefit waiting periods. Provide effective date of group's prior qualified dental plan. Date does not apply if group did not previously have a qualified dental plan.
  - Event Date – Date of qualifying event that allows additions or changes to employee's enrollment selection (i.e., date of marriage, date of divorce, date of adoption, etc.)
- **New Group** – New customer to Securian Dental and submitting initial employee enrollment. Complete all dates.
- **Existing Securian Dental Group Changing Plan** – Existing Securian Dental customer changing benefits from Plan A to Plan B or Plan C and submitting employee enrollment. Complete all dates.
- **New Hire** – Enroll newly hired employee. If probationary period applies, effective date is after the probationary period.
- **Rehire** – Former employee was laid off and is being rehired.
- **Return From Leave of Absence** – Employee returning from leave of absence.
- **Loss of Coverage** – Employee/dependent involuntarily lost other dental coverage and is now eligible to enroll.
- **Previously Waived Coverage** – Enrolled employee had eligible family status change such as: marriage, divorce, birth, adoption, which allows dependents to be added.
- **Employee Change Part-Time to Full-Time** – Employee's employment status changed and employee is now eligible for dental benefits.
- **Group Name** – Provide group name as listed in your contract.
- **Group and Subgroup Number** – Provide applicable numbers for individual employee.
- **Group Representative** – Sign, date, and provide your phone number.

#### **Send Completed Form To:**

Securian Dental Plans  
DeCare Dental Health International, LLC  
Attn: Enrollment Department  
PO Box 9385  
Minneapolis MN 55440-9385