

Administered and Underwritten by Delta Dental of Minnesota

PART A - EMPLOYEE INFORMATION

Employee's Name:			Last			First			Middle Initial			Social Security Number								
			/			/			/											
Gender:		Male <input type="checkbox"/>		Female <input type="checkbox"/>		Marital Status:		Single <input type="checkbox"/>		Married <input type="checkbox"/>		Widowed <input type="checkbox"/>		Divorced <input type="checkbox"/>		Legally Separated <input type="checkbox"/>		Date of Birth (Month-Day-Year)		
																		/ /		
Employee's Address:		Address						Day Phone Number			Evening Phone Number									
		<input type="checkbox"/> Check If New Address		City			State			Zip Code										

PART B - CHANGE REQUEST - Check all categories that apply and provide information requested by category.

<input type="checkbox"/> Name Change		<input type="checkbox"/> Terminate Employee and All Dependent Coverage	
Former Name: _____		Date of Termination: ____/____/____	
New Name: _____		Date Coverage Ends: ____/____/____	
<input type="checkbox"/> Change Employee Group/Subgroup (Move individual to different subgroup, including to COBRA subgroup)			
From: _____		To: _____	
Effective Date of Change: ____/____/____			
<input type="checkbox"/> Change Coverage Type, Add or Drop Dependent Due to Qualifying Event – List Qualifying Event Code next to correct Coverage Type/Change Request Category. Complete Part C if Adding or Dropping Dependent(s). Qualifying Event Code: A – Adoption B – Birth D – Divorce/Legal Separation E – Death L – Loss of Coverage M – Marriage O – Open Enrollment S – Dependent No Longer Eligible			
Qualifying Event Code	Coverage Type / Change Request Category	Date of Qualifying Event	Effective Date of Change
	Employee Only	/ /	/ /
	Employee & Spouse	/ /	/ /
	Employee & Dependent Child(ren)	/ /	/ /
	Family	/ /	/ /
	Add or Drop Dependent - No Coverage Type Change	/ /	/ /

PART C - DEPENDENT INFORMATION - Adding or dropping dependents may require a Coverage Type change in Part B.

Add Drop	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	Full Time Student?		Unmarried?	
			M	F		Y	N	Y	N
	Spouse		M	F	/ /				
	Dependent Child		M	F	/ /	Y	N	Y	N
	Dependent Child		M	F	/ /	Y	N	Y	N

PART D - EMPLOYEE SIGNATURE - Sign and date form as verification of your enrollment change.

I choose to make changes as indicated on this form and authorize payroll deduction, if applicable. If Part E is completed, I have elected to continue coverage under this plan due to the qualifying event indicated below and I understand that in order to retain my coverage continuation, I must meet the required payment obligations and/or other conditions as may be required.

Employee Signature: _____ **Date:** _____

PART E - COBRA - **Employee Note:** Complete **Only** if enrolling for COBRA benefits **Employer Note:** May require subgroup change.

Qualifying Event Number:

1 Employee Termination or Reduction of Work Hours	3 Employee Total Disability	5 Employee Eligible For Medicare
2 Employee Death	4 Divorce or Legal Separation	6 Dependent No Longer Eligible

Coverage Continuation Applies To:	Event Number	Date of Qualifying Event	Social Security Number
<input type="checkbox"/> Employee & All Dependents Currently Enrolled		/ /	
<input type="checkbox"/> Employee Only		/ /	
<input type="checkbox"/> Spouse Only		/ /	- -
<input type="checkbox"/> Dependent(s) Only - List Names in Part C		/ /	- -
<input type="checkbox"/> Employee & Spouse		/ /	
<input type="checkbox"/> Employee & Dependent Child(ren)-List Names in Part C		/ /	

PART F - GROUP INFORMATION - THIS PART TO BE COMPLETED BY EMPLOYER

Group Name: _____	Group & Subgroup Numbers: _____
Group Representative's Signature: _____	Date: _____ Phone Number: _____

Instructions for Completion of Membership Maintenance Form

Important Notes:

- Type or print clearly with a pen.
- All dates should be written in MM/DD/YYYY format.
- When reporting effective dates, use contractual start and stop guidelines as defined in your contract (i.e., 1st of month, end of month, or actual dates).
- Before submitting, review it to ensure you have provided all necessary information.
- If information is missing or illegible, this form will be returned to you and may delay your enrollment.
- Enrollment requests are generally completed within five business days of receipt by Medica Dental.

Part A: Employee Information - Complete all sections.

Part B: Change Request

- **Name Change** – Provide name as previously reported and new name.
- **Terminate Employee and All Dependents** – Only use this section if the employee and all dependent coverage is being terminated.
- **Change Employee Group/Subgroup** – Move employee from one group/subgroup to another for benefit, report or COBRA purposes.
- **Change Coverage Type, Add or Drop Dependent Due to Qualifying Event** – Complete this section to change *Coverage Type* and/or to add or drop dependent's coverage. Provide detailed information for each dependent being added or dropped in Part C.

Part C: Dependent Information

- List and complete all sections for each dependent to be added or dropped, if requested in Part B
- If more than four dependents are being reported, attach a list of additional dependent information in same format.

Part D: Employee Signature

- Please read and sign form as verification of your change request.
- Return completed form to your benefit administrator.

Part E: COBRA – Complete this section only if an individual has selected continuation of coverage under COBRA.

- Select a *Coverage Type*, the appropriate *Qualifying Event Number*, *Date of Qualifying Event* and *Effective Date of Coverage*.
- If employee is not enrolling for COBRA, provide Social Security Number of individual who is being enrolled.
- If group has a separate COBRA subgroup, it must be provided in Part B.

Part F: Group Information – Completed By Employer

- **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 Forms To:

Medica Dental
Attn: Enrollment Department
PO Box 330
Minneapolis MN 55440-0330