STATE OF MARYLAND

SATELLITE EMPLOYEES
HEALTH BENEFITS ENROLLMENT AND CHANGE FORM FOR JANUARY 2020-DECEMBER 2020

PERSONAL DATA  PLEASE PRINT CLEARLY

Name: ___________________________  LAST  ___________  FIRST  ___________  MI  ___________

Address: ___________________________  Apt/Condo:  ___________

City: ___________________________  State:  ___________  Zip Code:  ___________

Home Phone:  ( __ __ __)  __ __ __ - __ __ __ __

Work Phone:  ( __ __ __)  __ __ __ - __ __ __ __

Cell Phone:  ( __ __ __)  __ __ __ - __ __ __ __

Personal E-mail: ___________________________

Work E-mail: ___________________________

Social Security Number:  __ __ __ / __ __ / __ __ __ __

W#:  W __ __ __ __ __ __ __ __

Date of Birth:  __ __ / __ __ / __ __ __ __

SEX:  __ Male  __ Female

Legal Marital Status:  __ Single  __ Married  __ Widowed  __ Divorced

TO BE COMPLETED BY AGENCY BENEFITS COORDINATOR

Work full-time or 50% or more of the normal week:  __ Satellite:  ___________

Work______ hrs. per week

Agency Code:  ___________

STATUS & ENROLLMENT/CHANGE ACTION REQUESTED

○ New Employee Entry on Duty Date:  ___________

  Waiting Period:
  ○ Yes  ○ No

  Duration:
  ○ 30  ○ 60  ○ 90

○ Open Enrollment - Effective January 1st

○ Employee ineligible (e.g., change to part-time less than 50%)

○ Cancel all Coverage in all Plans/Reason:

  ___________________________

Change in Family Status (See Benefits Guide for documentation requirements)

Note: Request must be made within 60 days of the date of the qualifying event.

○ Add dependent because of:

  ○ Marriage  Date:  ___________

  ○ Birth/Adoption/Appointed Permanent Legal Guardian  Date:  ___________

  ○ Other Reason:  ___________________________

○ Remove dependent because of:

  ○ Divorce/Limited Divorce/Legal Separation  Date:  ___________

  ○ Death  Date:  ___________ (Attach copy of Death Certificate)

  ○ Dependent no longer eligible  Date:  ___________

      Reason:  ___________________________

  ○ Other Change:  ___________________________

COMPLETED AND SIGNED ENROLLMENT FORMS MUST BE GIVEN TO YOUR AGENCY BENEFITS COORDINATOR

If you are enrolling dependents outside of Open Enrollment, all required dependent documentation must be attached.

Health benefits information and forms are available on our website:

www.dbm.maryland.gov/benefits

EBD Use Only:

  ____ Reviewed  ____ Processed  ____ Audited
**Dependent Information Please Print**

Dependent means your eligible: (a) spouse, or (b) dependent child(ren) (including biological child, adopted child, stepchild, grandchild, step grandchild, other child relative, legal ward). See Benefits Guide for a complete listing of eligible dependents and the dependent documentation requirements.

Please provide your dependent information below. **PLEASE PRINT. THIS FORM MUST BE FILLED OUT COMPLETELY (INCLUDING SOCIAL SECURITY NUMBER AND DATE OF BIRTH) TO ENSURE YOUR DEPENDENTS ARE ENROLLED IN THE PLANS YOU SELECT.** Please use this section for additions (A), deletions (D) or changes (C) to your existing dependent information for Open Enrollment or a qualifying event.

<table>
<thead>
<tr>
<th>A</th>
<th>D</th>
<th>C</th>
<th>Last Name</th>
<th>First Name, MI</th>
<th>Sex</th>
<th>Date of Birth MM/DD/YYYY</th>
<th>Relationship</th>
<th>Social Security No.</th>
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**Special Notifications:**

- Biological, adopted and step children age 26 and over must have become disabled prior to reaching age 26 in order to be eligible for continued coverage.
- Grandchildren, step grandchildren, legal wards and other child relatives age 25 and over must have become disabled prior to reaching age 25 in order to be eligible for continued coverage.
ENROLLMENT FOR JANUARY 2020-DECEMBER 2020

### Medical Benefits

**CHOOSE ONE OPTION:**
- New Enrollment
- Change in plan
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**CHOOSE ONE COVERAGE LEVEL:**
- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family
- End Stage Renal (ESRD)

**CHOOSE ONE MEDICAL PLAN:**
- CareFirst BC/BS EPO
- CareFirst BC/BS PPO
- Kaiser IHM*
- UnitedHealthcare EPO
- UnitedHealthcare PPO

*(Employees and/or dependents with Medicare due to End Stage Renal Disease (ESRD) are not eligible to enroll in the Kaiser medical plan.)*

*If you or a dependent have Medicare, write in name, Medicare number, and effective date of Medicare coverage.*

### Prescription Drug Coverage

**CHOOSE ONE OPTION:**
- New enrollment
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**CHOOSE ONE COVERAGE LEVEL:**
- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

### Dental Coverage

**CHOOSE ONE OPTION:**
- New enrollment
- Change in plan
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**CHOOSE ONE COVERAGE LEVEL:**
- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

**CHOOSE ONE DENTAL PLAN:**
- United Concordia DPPO
- Delta Dental DHMO

*For the DHMO Plan: You must select a primary Dentist office once enrolled. Call plan or see plan website for details.*

### Accidental Death and Dismemberment Benefits

**CHOOSE ONE OPTION:**
- New enrollment
- Change of benefit amount
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**CHOOSE ONE COVERAGE LEVEL:**
- Employee Only coverage
- Family coverage

**CHOOSE ONE BENEFIT AMOUNT:**
- $100,000
- $200,000
- $300,000

### Flexible Spending Accounts (Available to CEIWC, MAIF, MES, MTA & UMUC)

**HEALTHCARE**

**CHOOSE ONE OPTION:**
- Enroll in Healthcare Spending Account
- Change in Healthcare Spending Account
- No, I do not want to enroll in this benefit
- Cancel Healthcare Spending Account

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*Write in Annual Election Amount*

**DAY CARE**

**CHOOSE ONE OPTION:**
- Enroll in Dependent Day Care Spending Account
- Change in Dependent Day Care Spending Account
- No, I do not want to enroll in this benefit
- Cancel Dependent Day Care Spending Account

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*Write in Annual Election Amount*

*See Benefits Guide for Minimum/Maximum deduction amounts. The per pay amount will be determined based on the number of pay periods left in the plan year when you are eligible for enrollment.*

NOTE: Vision and Mental Health/Substance Abuse benefits are included if enrolled in a medical plan. Medical plans do not include Prescription Drug or Dental coverage. Separate selections are required.

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**Names of Individuals with Medicare**

<table>
<thead>
<tr>
<th>Names of Individuals</th>
<th>Medicare Number (with suffix)</th>
<th>Part A (Hospital Claims) Effective Date: MM/DD/YYYY</th>
<th>Part B (Medical Claims) Effective Date: MM/DD/YYYY</th>
<th>Part D (Prescription Drug) Effective Date: MM/DD/YYYY</th>
<th>Medicare Due To (□):</th>
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<tbody>
<tr>
<td>Employee</td>
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<tr>
<td>Spouse</td>
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<tr>
<td>Child</td>
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*Employee, Spouse, Child - Medical Benefits*

**Choose One Option:**

- CHOOSE ONE OPTION:

**Choose One Coverage Level:**

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

**Choose One Medical Plan:**

- CareFirst BC/BS EPO
- CareFirst BC/BS PPO
- Kaiser IHM*
- UnitedHealthcare EPO
- UnitedHealthcare PPO

*Employees and/or dependents with Medicare due to End Stage Renal Disease (ESRD) are not eligible to enroll in the Kaiser medical plan.*

**Notes:**

- Medical plans do not include Prescription Drug or Dental coverage. Separate selections are required.

- Vision and Mental Health/Substance Abuse benefits are included if enrolled in a medical plan.

- Employees and/or dependents with Medicare due to End Stage Renal Disease (ESRD) are not eligible to enroll in the Kaiser medical plan.

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**Prescription Drug Coverage**

**Choose One Option:**

- New enrollment
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**Choose One Coverage Level:**

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

**Choose One Dental Plan:**

- United Concordia DPPO
- Delta Dental DHMO

*For the DHMO Plan: You must select a primary Dentist office once enrolled. Call plan or see plan website for details.*

**Dental Coverage**

**Choose One Option:**

- New enrollment
- Change in plan
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

**Choose One Coverage Level:**

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

**Flexible Spending Accounts**

**Healthcare**

**Choose One Option:**

- Enroll in Healthcare Spending Account
- Change in Healthcare Spending Account
- No, I do not want to enroll in this benefit
- Cancel Healthcare Spending Account

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*Write in Annual Election Amount*

**Day Care**

**Choose One Option:**

- Enroll in Dependent Day Care Spending Account
- Change in Dependent Day Care Spending Account
- No, I do not want to enroll in this benefit
- Cancel Dependent Day Care Spending Account

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*Write in Annual Election Amount*

*See Benefits Guide for Minimum/Maximum deduction amounts. The per pay amount will be determined based on the number of pay periods left in the plan year when you are eligible for enrollment.*
Life Insurance Plan

**EMPLOYEE**

- Yes, I want to enroll as a new enrollee in Life Insurance.
- I am currently enrolled in Life Insurance and making a change.
- No, I do not want Life Insurance for myself.
- Cancel Life Insurance.

Choose a Coverage Amount in increments of $10,000 up to $300,000:

**SPOUSE**

- Having selected Life Insurance for myself, I wish to have Life Insurance on my spouse.
- I currently have Life Insurance for my spouse and am making a change.
- No, I do not want Life Insurance on my spouse.
- Cancel Life Insurance on my spouse.

Choose a Coverage Amount in increments of $5,000 up to 1/2 of the amount chosen for yourself, up to $150,000:

**CHILDREN**

- Having selected Life Insurance for myself, I wish to have Life Insurance for my child(ren) and am making a change.
- No, I do not want Life Insurance on my child(ren).
- Cancel Life Insurance on my child(ren).

Choose a Coverage Amount in increments of $5,000 up to 1/2 of the amount chosen for yourself, up to $150,000:

**Employee Signature**

Please enroll me for the benefits indicated on this form. I understand the benefits and limitations provided by the various plans and I authorize the State of Maryland to make the necessary adjustments in my pay based on the choices I have made. To the extent deemed necessary by the Plan Administrator for the proper administration of my coverages, I authorize the release of all medical records and related information pertaining to me or my dependents. The personal information provided on this enrollment form is warranted to be complete, accurate, and in accordance with Department of Budget and Management (DBM) regulations. The Mandatory Insurer Reporting Law 42 U.S.C. 1395y(b)(7) requires group health plans to report SSNs in order for Medicare to coordinate payments with other insurance benefits. Please refer to our Notice of Privacy Practices in the Benefit Guide and on our website for more detailed information. I understand that I cannot cancel or change my enrollment except during an Open Enrollment period or as a result of a change in status permitted by COMAR 17.04.13.04 and IRS Section 125.

I understand that the benefits program offered by the State is subject to modifications and changes and that the benefits I have chosen on this enrollment form are only in effect for the current plan year. The State of Maryland reserves the right to modify any of the benefits provided and gives no assurances, expressed or implied, that any coverage obtained hereunder will continue beyond the end of the current plan year. I certify that neither I nor my covered dependents are covered under another State of Maryland employee’s or retiree’s membership for which I or they are enrolled on this form.

I certify that I and any dependents listed for coverage are eligible for coverage. I understand that enrollment in benefits to which I or my dependents are not entitled is considered fraud. In all cases I am responsible for the accuracy of my benefits, coverage levels and deductions. I further understand that if I willfully misrepresent the eligibility of myself or my dependents on my benefits application, or fail to take the necessary action to remove ineligible dependents, or in any way obtain benefits to which I am not entitled, my benefits will be cancelled. I may be required to repay any claims and insurance premiums which have been paid inappropriately, and I may face criminal investigation and prosecution.

I further solemnly affirm under the penalties of perjury under applicable state laws that any dependent information I have provided is true and accurate. I understand that willful falsification of information contained in this attestation can result in referral of the matter for investigation and prosecution, the termination of enrollment and coverage of the person identified as my dependent, and the termination of coverage for myself (the employee/retiree). I understand that a civil action may be brought against me for any losses, including reasonable attorney fees because of a false statement contained in this attestation, and that other serious consequences may result.

I further attest and agree that if a dependent’s status changes and the dependent is no longer eligible, I will notify my Agency Benefits Coordinator or the Employee Benefits Division immediately to remove this dependent from my coverage. I also agree to provide the required documentation as outlined in the current plan year’s Benefits Guide to substantiate the information I have provided, and affirm that each enrolled dependent is my true tax dependent.

I certify that I have discussed a Retroactive Adjustment with my Agency Benefits Coordinator.

**Agency Signature**

I hereby certify that the person applying for enrollment is employed by the Agency. I certify that I have discussed a Retroactive Adjustment with the employee and have reviewed the form and accompanying documents for accuracy.

**Employee Signature**

X __________________________

Employee Signature

_/___/___

Date

**Agency Benefits Coordinator Signature**

X __________________________

Agency Benefits Coordinator Signature

_/___/___

Date

Work Phone Number (Ext.)

_/___/___

Department

Agency Benefits Coordinator Email Address

Fax Number

NOTE: If you have any questions concerning the benefits and services that are provided by or excluded under this agreement, please contact the plan’s member service department before signing this application. Plan phone numbers are listed on the inside front cover of the Benefits Guide.