



**QUALIFIED LIFE EVENT  
Benefits Enrollment**

**QUALIFIED LIFE EVENT FORMS MUST BE FILED NO LATER THAN 31 DAYS AFTER THE EVENT.**

Prior to completing this form, please visit [http://www.hr.arizona.edu/summary\\_of\\_benefits\\_and\\_coverage](http://www.hr.arizona.edu/summary_of_benefits_and_coverage) to review the medical plan Summary of Benefit Coverage documents. These documents are provided to you as required by the Patient Protection and Affordable Care Act.

For benefits rates and information about all plans, please visit <http://www.hr.arizona.edu>

Completed and signed forms and any required supporting documentation (see pg. 6) can be submitted to:

**Division of Human Resources – Attn: HR Solutions**  
888 N. Euclid Avenue, Suite 114  
Tucson, AZ 85721-0158  
Phone: (520) 621-3660 Fax: (520) 621-9098  
Email: hrsolutions@email.arizona.edu

**EMPLOYEE IDENTIFICATION INFORMATION (Print Clearly)**

Last Name, First Name, M.I.		<input type="checkbox"/> Male <input type="checkbox"/> Female	EmplID (Required)
Work Phone	Cell Phone	Email Address	
<b>HR USE ONLY</b>	DATE RECEIVED:	EFFECTIVE DATE:	PROCESSED BY:

**PLEASE IDENTIFY THE DATE OF EVENT AND SELECT ONE BOX BELOW:** \_\_\_\_\_

(Codes are for administrative purposes only)

- Gain a significant other** through marriage or establishment of domestic partnership (GSO)
  - Check here if your spouse was already covered on your plans as a domestic partner (COE)
- Gain a child** through birth, adoption, guardianship, foster care or court order (GAC)
- Loss of significant other** through divorce, legal separation, annulment, dissolution of domestic partnership (LOS)
- Gained Citizenship or Residency** (Newly obtained SSN, Visa or Green Card) (FSC)
- Move into or out of service area (International only)** (Employee, spouse, domestic partner or dependent child(ren)) for **90 days or longer** (FSC)
- Loss of coverage** (employee, spouse, domestic partner or dependent child(ren)) through another plan (FSC). If the other plan is also through the University please provide the name of the employee who lost coverage: \_\_\_\_\_ (COE)
- Gain of coverage** (employee, spouse, domestic partner or dependent child(ren)) through another plan (FSC). If the other plan is also through the University please provide the name of the employee who gained coverage: \_\_\_\_\_ (COE)
- Unpaid Leave of Absence** – Please select from the boxes below and sign page 7. You do not need to complete the rest of this form unless you select “Reduce Coverage/Waiving Select Plans.”
  - Decline** all benefits while on Unpaid Leave of Absence (LVT)
  - Reduce Coverage/Waive Select Plans** (LOA)
  - Reinstate** previously waived benefit plans (FSC)

## DEPENDENT INFORMATION

List dependents being updated and attach supporting documentation. If you have more than six dependents or beneficiaries, please attach an additional page.

<b>1</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change
<b>2</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change
<b>3</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change
<b>4</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change
<b>5</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change
<b>6</b>	<b>Last Name, First Name, M.I.</b>		List Address If Different from Employee's:
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Relationship to employee:</b>	
	<b>Birth Date</b>	<b>Social Security #</b>	<b>Disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
			<b>Select Plan(s) For This Dependent:</b> <b>Medical</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Dental</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change <b>Vision</b> <input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change

**STATE SPONSORED PLANS**

These medical, dental and vision plans are **NOT** available to employees enrolling with domestic partners. If you are enrolling in a domestic partner plan, please go to page 4.

**STATE SPONSORED MEDICAL BENEFIT PLANS** (Select an Action, Plan Type, Provider and Coverage Level)

Action	Plan Type	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> EPO	<input type="checkbox"/> Aetna <input type="checkbox"/> Blue Cross/Blue Shield <input type="checkbox"/> Cigna <input type="checkbox"/> United HealthCare	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family
	<input type="checkbox"/> PPO	<input type="checkbox"/> Aetna <input type="checkbox"/> Blue Cross/Blue Shield <input type="checkbox"/> United HealthCare	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family
	<input type="checkbox"/> HSAO	<input type="checkbox"/> Aetna	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family

**STATE SPONSORED DENTAL BENEFIT PLANS** (Select an Action, Provider, and Coverage Level)

Action	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> Delta Dental PPO	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family
	<input type="checkbox"/> Cigna Dental HMO	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family

**STATE SPONSORED VISION BENEFIT PLAN** (Select an Action, Provider, and Coverage Level)

Action	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> Avesis	<input type="checkbox"/> Employee <input type="checkbox"/> Employee + child <input type="checkbox"/> Employee + adult <input type="checkbox"/> Family

**UA SPONSORED PLANS**

**These UA alternative medical, dental and vision plans are ONLY available to employees enrolling domestic partners.**

**UA SPONSORED MEDICAL BENEFIT PLAN** (Select an Action, Plan Type, Provider and Coverage Level)

Action	Plan Type	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> HMO	<input type="checkbox"/> United HealthCare	<input type="checkbox"/> Employee + adult <input type="checkbox"/> Family

**UA SPONSORED DENTAL BENEFIT PLANS** (Select an Action, Provider, and Coverage Level)

Action	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> Delta Dental PPO	<input type="checkbox"/> Employee + adult <input type="checkbox"/> Family
	<input type="checkbox"/> Total Dental Administrators DHMO	<input type="checkbox"/> Employee + adult <input type="checkbox"/> Family

**UA SPONSORED VISION BENEFIT PLAN** (Select an Action, Provider, and Coverage Level)

Action	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> Avesis	<input type="checkbox"/> Employee + one <input type="checkbox"/> Family

**SUPPLEMENTAL LIFE INSURANCE**

You must be actively at work on the effective date of coverage.

Action	Provider	Coverage Level
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> No Change	<input type="checkbox"/> Hartford Supplemental Life Insurance	Increase coverage to: _____ (must be done increments of \$5,000)  Decrease coverage to: _____ (cannot decrease below \$35,000)
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> No Change	<input type="checkbox"/> Aetna Supplemental Life Insurance	Increase Coverage to: <input type="checkbox"/> 1x Salary <input type="checkbox"/> 2x Salary <input type="checkbox"/> 3x Salary <input type="checkbox"/> 4x Salary <input type="checkbox"/> 5x Salary (maximum \$500,000)  Decrease Coverage to: <input type="checkbox"/> 1x Salary <input type="checkbox"/> 2x Salary <input type="checkbox"/> 3x Salary <input type="checkbox"/> 4x Salary

**DEPENDENT LIFE INSURANCE**

You must be actively at work on the effective date of coverage.

Action	Provider	Action
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> No Change	<input type="checkbox"/> Hartford Dependent Life Insurance	Coverage: <input type="checkbox"/> \$2,000 <input type="checkbox"/> \$4,000 <input type="checkbox"/> \$6,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$12,000 <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$50,000*  *Minimum of \$35,000 in supplemental coverage is required for employee to elect this amount for dependent.
<input type="checkbox"/> Enroll <input type="checkbox"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> Aetna Dependent Life Insurance	Coverage: <input type="checkbox"/> \$5,000

## SHORT TERM DISABILITY INSURANCE

You must be actively at work on the effective date of coverage.

Action	Provider
<input type="checkbox"/> Enroll	<input type="checkbox"/> The Hartford
<input type="checkbox"/> Decline	<input type="checkbox"/> Unum Option A (max. salary \$55,714)
<input type="checkbox"/> No Change	<input type="checkbox"/> Unum Option B (max. salary \$111,430)
	<input type="checkbox"/> Unum Option C (max. salary \$148,571)

## FLEXIBLE SPENDING ACCOUNT ELECTIONS

Please visit [http://hr.arizona.edu/sites/default/files/hr/forms/FSA-QLE\\_Form.pdf](http://hr.arizona.edu/sites/default/files/hr/forms/FSA-QLE_Form.pdf) for the Flexible Spending Account Enrollment/Election Change form to make a change.

## NOTICE TO PROVIDERS

The contracts between the State of Arizona and its health care plans provide that this document constitutes a valid, temporary membership card and proof of entitlement for all provider services. Failure by a provider to honor this temporary membership card may subject the provider to sanctions under its contract with the State.

## DISCLAIMER

The information provided on this form is provided solely as a guide to help employees make important enrollment decisions. If there are any discrepancies between this information and official documents, official documents will always govern. The State of Arizona reserves the right to change or terminate any of its plans, in whole or part, at any time.

## DECLARATION FOR PRE-TAX BENEFITS

- I authorize my employer to reduce my salary by applicable pre-tax or post-tax amounts for the benefits I have elected in this form.
- I acknowledge that I received the Summary of Benefits and Coverage documents ([http://www.hr.arizona.edu/summary\\_of\\_benefits\\_and\\_coverage](http://www.hr.arizona.edu/summary_of_benefits_and_coverage)) and that I read and understood these documents prior to making a medical election.
- I understand that I cannot change my elections until the open enrollment period unless I experience a qualifying life event and notify the University's Office of Human Resources of the change within 31 days of the event. Changes are subject to approval and must be consistent with the qualifying life event.
- I am aware that my insurance plan contributions are ineligible as deductions for income tax purposes.
- I authorize the release of this information to my insurance carriers and employer.
- I agree that, in connection with any claim for benefits I make, the University of Arizona and any of its agents or employees may disclose information or records related to my employment that may be necessary to process such claim, to the insurance carrier. I understand that this information may otherwise be protected under Arizona Board of Regents or University policies, or other laws protecting the privacy of personnel information.
- I certify under the penalty of perjury that the information I have provided in this application for employee benefits, including my address and spouse/dependent information, is true and correct. I am aware that providing false information may subject me to a denial of employee benefits, disciplinary actions, and potential prosecution under Arizona Revised Statutes Sections 13-2310, 13-2311, 13-2407, 13-2702, and other applicable law.

By my signature below, I agree to the above and authorize Human Resources to enter form information into the benefits enrollment system. I affirm that it is my responsibility to review my confirmation statement and will immediately notify Human Resources of disparities.

**Printed Name:**

**Signature:**

**Empl ID:**

**Date:**

## REQUIRED SUPPORTING DOCUMENTATION

Please see the payroll calendar for pay period start dates: <http://www.fso.arizona.edu/Payroll>

Type of Event	Documentation Needed	Effective Date of Coverage
<b>Gain Significant Other</b>	<b>Marriage or Establishment of Domestic Partnership-</b> Copy of Marriage Certificate or Domestic Partner Certification Forms and supporting documentation. Forms are located on the HR website at <a href="http://hr.arizona.edu/forms">http://hr.arizona.edu/forms</a>	First day of the pay period following submission of completed forms to HR
<b>Gain a Child</b>	<b>Birth-</b> Copy of official Birth Certificate or copy of hospital record pending official birth certificate. <b>Adoption, Guardianship, Foster Care, Court Order-</b> Copy of official signed and dated legal document	Date of event
<b>Loss of Significant Other</b>	<b>Divorce, annulment, legal separation, dissolution of domestic partnership-</b> Copy of official signed and dated legal document with Judge's signature	Date of event
<b>Gained Citizenship or Residency</b>	Copy of SSN, Visa or Green card issued within 31 days of event	First day of the pay period following submission of completed forms to HR
<b>Move into or out of Service Area</b>	<b>Change of residence-</b> provide copies of travel documents (i.e. bus/plane tickets/itinerary). <b>Must be 90 days or longer.</b>	First day of the pay period following submission of completed forms to HR
<b>Loss of Coverage</b>	Official letter of loss of coverage from another employer, insurance carrier or Medicare specifying: <ul style="list-style-type: none"> <li>• Termination date of coverage</li> <li>• Dependents covered under plan</li> <li>• Plans enrolled (i.e. medical, dental, vision, etc.)</li> </ul>	First day of the pay period following submission of completed forms to HR
<b>Gain of Coverage</b>	Official letter of gain of coverage from another employer, insurance carrier or Medicare specifying: <ul style="list-style-type: none"> <li>• Effective date of coverage</li> <li>• Dependents covered under plan</li> <li>• Plans enrolled (i.e. medical, dental, vision, etc.)</li> </ul>	First day of the pay period following submission of completed forms to HR
<b>Unpaid Leave of Absence</b>	Department has completed approved leave of absence process with Workforce Systems	First day of the pay period following submission of completed forms to HR

**If your dependent(s) have a different last name, proof of relationship (i.e. marriage/birth certificate) is required upon submission of this form.**