



**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/> 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.

Completed and signed forms and any required supporting documentation (see pg. 7) can be submitted to:

Division of Human Resources
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.		Salutation:	EmplID (Required)
Work Phone	Cell Phone	Home Phone	Email address
FOR HR USE ONLY	DATE RECEIVED:	EFFECTIVE DATE:	PROCESSED BY:

THE DATE OF EVENT:

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 or death (LOS)
- Loss of child** through death (COE)
- Move into or out of service area** (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 where coverage has been lost: (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 where coverage has been gained: (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 (including Basic Life Insurance) while on Unpaid Leave of Absence (LVT)
 - Continue** Basic Life Insurance only (\$1.96/mo)(LOA)
 - Reduce Coverage/Waive Select Plans** (must continue Basic Life)(LOA)
 - Reinstate** previously waived benefit plans(FSC)

DEPENDENT INFORMATION

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

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

STATE SPONSORED PLANS

These medical, dental and vision plans are not available to employees enrolling in a domestic partner plan.

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"/> CIGNA <input type="checkbox"/> United HealthCare <input type="checkbox"/> Blue Cross/Blue Shield <input type="checkbox"/> AETNA	<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"/> United HealthCare <input type="checkbox"/> Blue Cross/Blue Shield <input type="checkbox"/> AETNA	<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"/> Total Dental Administrators DHMO	<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 + one <input type="checkbox"/> Family

UA SPONSORED PLANS

These UA alternative medical, dental and vision plans are only available to employees who are not married.

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 by: <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$20,000 (Not to exceed 3x salary or \$300,000) Decrease coverage to: (cannot decrease below \$35,000)
<input type="checkbox"/> No Change to my existing beneficiary designations <input type="checkbox"/> Change Beneficiaries (as indicated below)		
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
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"/> 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
<input type="checkbox"/> No Change to my existing beneficiary designations <input type="checkbox"/> Change Beneficiaries (as indicated below)		
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date	% to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary

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"/> \$12,000 <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$50,000* *Minimum of \$35,000 Hartford Supplemental Life required
<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"/> Decline <input type="checkbox"/> No Change	<input type="checkbox"/> The Hartford <input type="checkbox"/> Unum Option A (max. salary \$55,714) <input type="checkbox"/> Unum Option B (max. salary \$111,430) <input type="checkbox"/> Unum Option C (max. salary \$148,571)
Unum Only – If you selected Unum Short Term Disability Insurance, you are automatically enrolled in Accidental Death and Dismemberment Insurance at no cost to you. Please complete the beneficiary information below.	
<input type="checkbox"/> No Change to my existing beneficiary designations <input type="checkbox"/> Change Beneficiaries (as indicated below)	
Name	Birth Date % to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date % to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Name	Birth Date % to Pay <input type="checkbox"/> Primary <input type="checkbox"/> Secondary

FLEXIBLE SPENDING ACCOUNT ELECTIONS

Please visit <http://www.hr.arizona.edu/forms> 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>) 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:

Date:

REQUIRED SUPPORTING DOCUMENTATION

All required documentation must be submitted in English (or translated to English).

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

Type of Event	Documentation Needed	Effective Date of Coverage
Gain Significant Other	Marriage or Establishment of Domestic Partnership- Copy of Marriage Certificate or Domestic Partner Certification Forms and supporting documentation. Forms are located on the HR website at: http://www.hr.arizona.edu/forms	First day of the pay period following submission of completed forms to HR
Gain a Child	Birth- Copy of Birth Certificate (official or unofficial) or official hospital record Adoption, Guardianship, Foster Care, Court Order- Copy of official signed and dated legal document	Date of event
Loss of Significant Other	Divorce, annulment, legal separation, dissolution of domestic partnership- Copy of official signed and dated legal document Death- Copy of Death Certificate	Date of event
Child reaches Age 26	No supporting documentation needed	Date of event
Loss of Child through death	Copy of Death Certificate	Day after date of death
Move into or out of Service Area*	For change in residence for the employee, the employee must update address in UAccess Self Service – http://uaccess.arizona.edu/ Dependent change of residence- provide copies of travel documents (i.e. bus/plane tickets/itinerary)	First day of the pay period following submission of completed forms to HR
Loss of Coverage*	Official letter of loss of coverage from another employer, insurance carrier or Medicare specifying: <ul style="list-style-type: none"> • Termination date of coverage • Dependents covered under plan • Plans enrolled (i.e. medical, dental, vision, etc.) 	First day of the pay period following submission of completed forms to HR
Gain of Coverage*	Official letter of gain of coverage (or copy of Benefit ID card) from another employer, insurance carrier or Medicare specifying: <ul style="list-style-type: none"> • Effective date of coverage • Dependents covered under plan • Plans enrolled (i.e. medical, dental, vision, etc.) 	First day of the pay period following submission of completed forms to HR
Unpaid Leave of Absence	Department has completed approved leave of absence process with Systems Control	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.**