Insurance Benefit Enrollment Form

Employee: Complete and return this form to your Benefits Administrator.
Benefits Administrator: Retain a copy of this form for your records and provide employee with a copy.
Mail original to: National Insurance Services, Attn: Billing Department
300 North Corporate Drive, Suite 300, Brookfield, WI 53045
Phone: 1.800.627.3660 Fax: 262.814.1397

Enter your information: Shared Time Employees

Employer Name: **Petaluma City School District**				NIS Group Number: **04680**	
Full Name (Last name, First name, Middle Initial):				Date of Hire:	
Home Address:		City:	State:	Zip:	
Social Security Number:	☐ Single ☐ Married	U.S. Citizen? ☐ Yes ☐ No*		Date of Birth:	☐ Male ☐ Female
Occupation/Title:	Date Benefit Eligible:			Hours worked per week:	Annual Salary:

*If you are not a U.S. Citizen, please provide a copy of your Visa.

Insurance benefits:

Employer-Provided Insurance Benefits:	
☒	**Basic Life and AD&D**

Sign here (required whether electing or declining any coverage):

I have been given the opportunity to apply for group insurance and agree to accept or decline coverage(s) as noted above. If I am declining coverage(s), I understand that if my dependents or I decide to apply for coverage at a later date, Evidence of Insurability (medical questions) may be required at my own expense and the insurance company must approve coverage. If I have elected any coverage(s) above, I authorize my employer to make any required deductions, if any, from my salary to pay my portion of the insurance premium when my insurance becomes effective.
Warning: Any person who knowingly presents false information on an application for insurance may be guilty of a crime and subject to fines, confinement in prison, and/or denial of insurance benefits.

Signature:	Date:

More on next page ----------→

Full Name:	Employer Name: **Petaluma City School District**	Date:

Enter your Life Insurance beneficiary information:

Primary Beneficiary(ies) Attach additional pages if necessary.			
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:
Secondary Beneficiary(ies) Attach additional pages if necessary.			
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:
Full Name:	Relationship to you:	Address & Phone:	% of Benefit:

Spouse's Signature (May be required if choosing a primary beneficiary other than your spouse. Under state law a beneficiary other than your spouse may not be honored unless your spouse signs below. Please consult with your legal advisor before making such a designation.)		
Spouse's Name:	Signature:	Date:

Sign here:

Signature:	Date: