BCIT APPLICATION AND CHANGE FORM for MANULIFE FINANCIAL EXTENDED HEALTH AND DENTAL BENEFITS

PLEASE PRINT ***(Sections A & B for all, Section C only for Change of Status information only)***

SECTION A. To be completed by Human Resources

Plan Contract No.	Organization		Member Certificate No.
0083238	**B.C.I.T.**		(Last 6 digits of employee #)
Employee's Location No.	Employee's Class No.	Employee Plan No.	Eligibility Date:

SECTION B. To be completed by Employee

Employee Name (First/Initial/Last)		
Date of Birth (dd/mm/yy)	Gender Male ☐ Female ☐	Type of Coverage Required Employee only ☐ Employee & Family ☐

Dependent Information

Spouse's Name (first/initial/last)			**Gender** (m/f)	**Date of Birth** (dd/mm/yy)	**Coordination of Benefits *****
Spouse	02				
Dependent Children			**Gender** (m/f)	**Date of Birth** (dd/mm/yy)	**Student** Univ/College (Place & Enrolment dates)
	03				
	04				
	05				
	06				

(if necessary, please use the back of sheet for additional dependents)

SECTION C. To be completed by Employee CHANGE OF INFORMATION SECTION:

Complete this section plus applicable parts of Sections A & B ADDITION ☐ DELETION ☐

Change Status: Marriage ☐ Common-Law* ☐ Date relationship began (dd/mm/yy) _____
Birth** ☐ Adoption** ☐ Custody** ☐ Effective date _____
Divorce/Separation ☐ Other ** ☐ _____

Declaration for Designation of a Common-Law Partner* form must also be completed / * *Applicable papers must be copied and* attached to application

FAIR PHARMACARE

Are you enrolled with PHARMACARE?
Yes ☐ No ☐

*****COORDINATION OF BENEFITS (COB)**

"S" if your spouse has single coverage under his/her employer's plan
"F" if your spouse has family coverage under his/her employer's plan
"N/A" if your spouse has no coverage
"W" if your spouse has waived coverage under his/her plan

I hereby request that I be insured for the benefits for which I am or may become eligible under the terms of the above group policy issued by THE MANULIFE FINANCIAL COMPANY (previously MARITIME LIFE). I authorize that my BCIT Employee Number may be used as my personal identification number for claims information and plan contributions for me and my dependants.

_____ _____
Signature of Employee Date

NEW EMPLOYEES: PLEASE NOTE THIS FORM MUST BE RETURNED IN ORDER FOR YOUR BENEFITS TO BE IMPLEMENTED
CHANGES: WILL BE EFFECTIVE ON THE FIRST OF THE MONTH FOLLOWING RECEIPT OF THIS FORM IN HUMAN RESOURCES