

SECTION I: PERSONAL INFORMATION

Employee's Full Name	First	M.I.	Last	OSU Employee ID Number
Address: Street		City/State	Zip	Daytime Phone Number
Email Address			Daytime Phone Number	

SECTION II: REASON FOR COMPLETING FORM

Date of event: ____/____/____ (return form within 30 days of event date or by annual open enrollment deadline)

Qualifying status change (please specify)¹

- | | | |
|--|---|---|
| <input type="checkbox"/> Hired | <input type="checkbox"/> Divorce/Dissolution ² | <input type="checkbox"/> Change in Dependent Eligibility ² |
| <input type="checkbox"/> Newly Eligible | <input type="checkbox"/> Birth/Adoption/Legal Guardianship ² | <input type="checkbox"/> Termination of Sponsored Dependent Coverage ² |
| <input type="checkbox"/> Open Enrollment | <input type="checkbox"/> Loss of Other Coverage ² | <input type="checkbox"/> Gained Eligibility for Other Coverage ² |
| <input type="checkbox"/> Marriage | | |

Other² (describe): _____

¹ Refer to Specific Plan Details document(s) for additional details. ² Documentation may be required.

SECTION III: HEALTH PLAN COVERAGE SELECTION

A. I elect medical coverage—make selection below:

Medical coverage level:

I waive medical coverage

Employee only Employee + Spouse

Prime Care Advantage

Prime Care Choice

Out-of-Area^{3,4}

Employee + Children

Family

³ Special application required for individual access to out-of-area coverage. ⁴ Premium at Prime Care Advantage rate; eligibility based on qualifying zip code.

SECTION IV: EMPLOYEE AND ELIGIBLE DEPENDENT ENROLLMENT INFORMATION

Please list self and all family members to whom new coverage or coverage changes will apply. (Use chart on reverse if additional space is needed.) Please use the codes on reverse to indicate **Relationship to Employee**. Review dependent eligibility guidelines online at hr.osu.edu/benefits/dependent-eligibility.

Name	Relationship to Employee (use codes on reverse)	Birth Date	Age	Gender		Address different from employee? ⁵		Social Security Number (required)	Choose medical coverage for employee and each eligible dependent:	
		(mm/dd/yy)		M	F	YES	NO		YES	NO
Employee (named in SECTION I)	0									

⁵If dependent's address differs from employee's address, provide dependent's address in SECTION 6.

SECTION V: AUTHORIZATION

I have read and understand the materials describing the terms and conditions of The Ohio State University Faculty and Staff Vision Plan, and The Ohio State University Faculty and Staff Dental Plan, and agree to such terms and conditions. I declare that any individual for whom I am requesting health coverage as my dependent meets the definition of an eligible dependent as stated in the Dependent Eligibility Guidelines, available online at hr.osu.edu/benefits/dependent-eligibility-guidelines. I understand that the university has the ability to rescind (i.e., retroactively terminate) coverage if such coverage was gained due to an individual (or person seeking coverage on behalf of an individual) performing an act, practice or omission that constitutes fraud or making an intentional misrepresentation of material fact. I understand that any person who applies for coverage or files a claim containing any materially false information may be subject to disciplinary action, up to and including termination of benefits and/or employment. I understand that my elections may not be changed or voluntarily canceled at any time during the plan year (ending December 31) unless a qualifying status change occurs, as defined by the applicable plan, and the Office of Human Resources receives timely notification of such change as provided under the applicable plan. I authorize my employer to deduct from my pay, on a pre-tax or after tax basis, as the case may be, the applicable employee contributions described in the benefit plan rates online at hr.osu.edu/benefits/rates. I understand that this authorization to deduct employee contributions directly from my pay (i.e., a salary redirection arrangement) will remain in effect during the period of coverage and is not revocable, except as described in the applicable plan. I understand and agree that in the event my university pay is not sufficient to pay the employee contributions for the benefits that I elect, or if I go on an unpaid leave of absence, I will be billed directly for these employee contributions. In such case, I agree to pay those employee contributions promptly and in full. I understand that, if employee contributions are not paid in full, the benefits will be terminated for lack of payment and I will be responsible for employee contributions missed prior to my coverage termination date. **I certify that all information provided on this form is true and correct to the best of my knowledge.**

Signature	Date
-----------	------

Health Election Medical

SECTION IV (CONTINUED): EMPLOYEE AND ELIGIBLE DEPENDENT ENROLLMENT INFORMATION

Please list additional family members to whom new coverage or coverage changes will apply.

Name	Relationship to Employee (see list below)	Birth Date	Age	Gender		Address different from employee? ⁵		Social Security Number (required)	Choose medical coverage for employee and each eligible dependent:	
		(mm/dd/yy)		M	F	YES	NO		YES	NO

⁵If dependent's address differs from employee's address, provide dependent's address in **SECTION 6**.

Please use the following numbers and letters to indicate **Relationship to Employee**. Review dependent eligibility guidelines online hr.osu.edu/benefits/dependent-eligibility-guidelines.

- 0** Employee **2** Dependent Child (under age 26, unless fully disabled). Please specify:
1 Spouse **2A** Dependent Child of Employee
 2B Dependent Child of Employee's Spouse

After you have enrolled your eligible dependents, a dependent verification packet will be mailed to your home address. All health plan members must provide proof of each covered dependent's eligibility. Failure to provide sufficient proof will result in coverage termination for the dependent(s) not verified.

SECTION VI: DEPENDENT ADDRESS INFORMATION (if different from employee's address)

If you indicated in SECTION 4 that any dependent's address differs from the employee's address, please provide that dependent's name and mailing address below:

Dependent's Name

Street Address

City

State

Zip

Dependent's Name

Street Address

City

State

Zip

If you have questions, contact the Office of Human Resources HR Connection:

Email: HRConnection@osu.edu • hrconnection.osu.edu • Phone: 614-247-myHR (6947) or 800-678-6010

Return completed form to:

Office of Human Resources, Benefits Processing, 1590 North High Street, Suite 300, Columbus, OH 43201-2190

Email: HRConnection@osu.edu • Fax: 614-292-7813