

**INSTRUCTIONS**

- 1. You, the employee, should complete this enrollment form in your own handwriting.  
You are solely responsible for its accuracy and completeness.**
- 2. All questions must be answered in full or the enrollment form may be returned to you resulting in a delay in processing.**
- 3. Print clearly using black ink. Typed enrollment forms will not be accepted.**

**1. COVERAGE**

**MHHIC METAL PLANS**

<input type="checkbox"/> Platinum 500 PPO	<input type="checkbox"/> Gold 1000 PPO	<input type="checkbox"/> Silver 2000 PPO	<input type="checkbox"/> Bronze 5000 PPO
<input type="checkbox"/> Gold 1500 PPO	<input type="checkbox"/> Gold 2000-2500 PPO	<input type="checkbox"/> Silver 2500-5500 PPO	<input type="checkbox"/> Bronze 6850 PPO
<input type="checkbox"/> Gold 2000-3500 PPO	<input type="checkbox"/> Gold Copay PPO	<input type="checkbox"/> Silver 3000 PPO	<input type="checkbox"/> Bronze 4000 HSA PPO
		<input type="checkbox"/> Silver 4500 PPO	<input type="checkbox"/> Bronze 5500 HSA PPO
		<input type="checkbox"/> Silver 4500-100 PPO	
		<input type="checkbox"/> Silver Copay PPO	
		<input type="checkbox"/> Silver 2600 HSA PPO	
		<input type="checkbox"/> Silver 3000 HSA PPO	
		<input type="checkbox"/> Silver 3500 HSA PPO	

**2. EMPLOYEE INFORMATION - Must be completed by employee.**

- New Group Enrollment   
  Late Enrollment   
  New Hire   
  COBRA effective date: | \_\_\_\_\_ |  
 Family Addition   
  Re-Enrollment   
  Change of Coverage   
  Annual Open Enrollment   
  State Continuation

LAST NAME	FIRST NAME	MI	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married	SOCIAL SECURITY NO.
HOME ADDRESS (P.O. Box not acceptable unless rural P.O. Box)			APT. NO.	HOME PHONE NO.
CITY	STATE	ZIP CODE	EMPLOYEE/SPOUSE'S MAIDEN NAME	
GROUP NAME	OCCUPATION / JOB TITLE	FULL-TIME DATE OF HIRE	SPOUSE'S/DOMESTIC PARTNER'S SOCIAL SECURITY NO.	
BUSINESS PHONE NO.	E-MAIL			

**Please Note: If any dependent has a different address, please write the dependent's name, relationship to the employee, and address on a separate sheet and attach to this enrollment form.**

**3. EMPLOYEE / DEPENDENT AND DOMESTIC PARTNER INFORMATION - List yourself and only those eligible dependents who are applying for coverage.**

An eligible "dependent" is an employee's lawful spouse as recognized under Texas Law, or domestic partner; children or step-children who are under age 26; adopted children under age 26, including a child for whom the Eligible Employee is a party in a suit to adopt; or unmarried grandchildren who are under age 26 and are dependents for federal income tax purposes at the time of this enrollment form.

If family addition is spouse, date of marriage: | \_\_\_\_\_ |

MHHIC may require proof that a domestic partnership exists to ensure eligibility requirements are met.

RELATION	SEX	LAST NAME	FIRST NAME	M.I.	User of Tobacco Products*?	DISABLED?	BIRTH DATE Month Day Year	SOCIAL SECURITY NUMBER
Employee	<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Spouse / Domestic Partner	<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

\*Check Yes if you or the dependent use or have used tobacco an average of four or more times per week within the past six months, excluding religious or ceremonial uses.

**4. COVERAGE DECLINATION** - To be completed if any coverage is declined or refused by an eligible employee and / or their eligible family members.

<b>A. Medical Group Coverage Declined (please check box or write in requested information)</b>			
	Myself	Spouse	Dependent(s)
Covered by spouse/domestic partner's group coverage - List Insurance Company Name:			
List ID Number			
Enrolled in any other Insurance Co. Plan - List Insurance Company Name:			
List ID Number			
Medicare			
Covered by TRICARE			
Other (Explain):			

I acknowledge the available coverage has been explained to me by the Group and know I have the right to enroll in coverage. I have been given the chance to enroll in this coverage and I have decided not to enroll myself and / or my dependent(s), if any. I have made this decision voluntarily and no one has influenced me or pressured me to decline coverage. By declining this group medical coverage (unless employee and / or dependents have group medical coverage elsewhere\*), I acknowledge if I wish to enroll at a later date, my dependent(s) and I will have to wait until the Group's next annual open enrollment period.

x \_\_\_\_\_

**Signature if declining coverage for employee / dependent(s)** **Date (Month / Day / Year)**

\* If you are declining coverage for yourself or your dependents (including your spouse/domestic partner) because of other health Insurance coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards you or your dependents' other coverage). However, you must request enrollment within 31 days of the date you or your dependents' other coverage ends (or within 31 days of the date the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption (a "qualifying event"), you may be able to enroll yourself and your dependents at that time. However, you must request enrollment within 31 days of the qualifying event.

**5. OTHER MEDICAL COVERAGE FOR ALL ENROLLING EMPLOYEES AND DEPENDENTS** (All questions must be answered.)

	Yes	No
1. Do any persons on this enrollment form intend to continue other Group coverage if this enrollment form is accepted? .....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, name of person: _____		
Insurance Co. _____ Policy No. _____		
2. Is any person applying for coverage eligible for Medicare? .....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Name: _____		

**6. AUTHORIZATION/DISCLOSURE STATEMENT** *(The following Authorization is to be signed by each employee applying for coverage.)*

**I agree:** All information on this form is correct and true. I understand that it is the basis on which coverage is issued under the plan. I further authorize the Group to deduct my contribution, if any, from my earnings towards the cost of this plan. I certify that I am working at the Group's place of business in permanent employment for at least 30 hours per week.

I understand that my Group's Application will determine coverage and that there is no coverage unless and until both my Enrollment form and the Group's Applications have been accepted and approved by MHHIC.

I represent that I have read this and that even if this is approved by MHHIC, any misstatements or omissions on this, regarding me or my spouse/ domestic partner, as applicable, may result in future claims being denied, or my coverage and/or my spouse's/ domestic partner's coverage under the Group's Plan being rescinded or re-evaluated retroactive to my effective date for eligibility and rating purposes.

**I am applying for Participating Provider Plan coverage:** I understand that I am responsible for a greater portion of my medical costs when I use a nonparticipating provider.

**Arbitration Agreement:** I understand any dispute between MHHIC and me may be subject to binding arbitration. The arbitration will be conducted pursuant to the applicable commercial rules of the American Arbitration Association and applicable Texas statutes governing such arbitration. The arbitration will be binding only if both parties agree and the arbitration will occur in the county where the Certificate holder or, if applicable, beneficiary resides. By signing this Application, I am not agreeing to binding arbitration. If I am enrolling in an a Group-sponsored plan that is subject to ERISA, I understand that any dispute involving an adverse benefit decision may be submitted to voluntary binding arbitration only after the ERISA appeal process is completed.

This was completed by someone other than me. I, the enrollee, represent I have read all the information provided as responses in this and represent and warrant to MHHIC such information is true, complete and accurate as of the current date, and if I had completed this on my own, the information provided on the enrollment form would remain the same.

I completed this. I, represent to MHHIC I have read all the information provided in response to the questions on this and I represent to MHHIC such information is true, complete and accurate as of the current date.

I, acknowledge I have read and understand this in its entirety.

SIGNATURE OF EMPLOYEE <i>(Required)</i>	TODAY'S DATE <i>(Required)</i>	SIGNATURE OF EMPLOYEE'S SPOUSE'S/ DOMESTIC PARTNER <i>(If applying for coverage)</i>	TODAY'S DATE <i>(Required)</i>
<b>X</b>		<b>X</b>	

***Incomplete Enrollment Forms will be mailed back to you for completion. This may delay the effective date of your coverage.***