

Plan Enrollment Application/Change Form

Plan underwritten by Life Insurance Company of North America (LINA), a Cigna Company

TO ALL FULL-TIME EMPLOYEES OF PARTICIPATING DEPARTMENTS

This is your opportunity to enroll in an excellent, low-cost Group Term Life Insurance Plan sponsored by your Department.

- If you **ELECT TO HAVE COVERAGE**, complete and sign the **APPLICATION** (Section I) or apply online at www.capitalins.com.
- If you desire to make a **policy change** (beneficiary or name), complete and sign the **POLICY CHANGE (Section II)**,
- All employees must return this form promptly to the Personnel Office in order to obtain coverage.

Attention: THIS FORM MUST REMAIN IN THE EMPLOYEE'S PERSONNEL FILE. DO NOT MAIL IT TO THE COMPANY.

Caution: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

I. APPLICATION FOR GROUP TERM LIFE INSURANCE COVERAGE

EMPLOYEE NAME	DOB	SSN	
EMPLOYEE HOME ADDRESS			
EMPLOYEE ID#	DEPT	DATE OF HIRE	
COUNTY	WORK PHONE		
PRIMARY BENEFICIARY NAME(S)	DOB	RELATIONSHIP	%
PRIMARY BENEFICIARY NAME(S)	DOB	RELATIONSHIP	%
CONTINGENT BENEFICIARY NAME	DOB	RELATIONSHIP	%

If more names are needed please complete additional form.

I hereby apply for the amount of Group Term Life Insurance for which I am eligible under my employer's Group Insurance Plan. I authorize deductions from my earnings in the amount required to cover my premiums.

EMPLOYEE SIGNATURE	DATE
EMAIL	

II. POLICY CHANGE ONLY

EMPLOYEE NAME	DOB	SSN
EMPLOYEE HOME ADDRESS		
EMPLOYEE ID#	DEPT	WORK PHONE
<input type="checkbox"/> BENEFICIARY CHANGE		
CHANGE PRIMARY BENEFICIARY TO: LAST NAME	FIRST NAME	RELATIONSHIP
CHANGE CONTINGENT BENEFICIARY TO: LAST NAME	FIRST NAME	RELATIONSHIP
<input type="checkbox"/> NAME CHANGE		
CHANGE MY NAME FROM	TO	
EMPLOYEE SIGNATURE	DATE	

III. BENEFICIARY DESIGNATION

The beneficiary for life insurance on the lives of your spouse and children will automatically be you, if surviving, otherwise the estate of the spouse and children, subject to policy provisions. A beneficiary for employee Life Insurance may be changed upon written request. If you need assistance, contact your benefits administrator at (800) 888-5256 or your own legal counsel.

IV. FOR PERSONNEL USE ONLY PLEASE FILE IN EMPLOYEE'S PERSONNEL FILE. DO NOT MAIL TO COMPANY

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Samas Code	District/div Code	Effective Date of Insurance	Deduction Amount	Deduction Code	Date Processed/Initial