

Change Form

69171207 (4/20)



PLEASE PRINT CLEARLY

*** This information is mandatory.** Form processing may be delayed if fields with an asterisk are not filled out.

Section 1 Original Qualified Beneficiary

* First name		* Last name		* Social Security Number	
* Address			* City	* State	* Zip
* Phone number	* Group name			* Date of status change	
* Reason for status change					
<input type="checkbox"/> Name Change Only _____					
<input type="checkbox"/> New Address _____					
<input type="checkbox"/> Adding Dependent _____					
<input type="checkbox"/> Deleting Dependent _____					
<input type="checkbox"/> Changing Carriers Due to Moving Out of Service Area _____					
<input type="checkbox"/> Adding Benefit Due to Status Change/Open Enrollment _____					
<input type="checkbox"/> Terminating coverage (list benefit and reason for termination) _____					

Section 2 New Qualified Beneficiary Information (in the instance of new marriage, birth or adoption, loss of coverage)

* First name	* Last name	* Date of birth
* SSN <i>(if you are adding a newborn, please contact BenefitHelp Solutions when you receive your dependent's SSN)</i>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

Section 3 New Carrier Information (if moving out of service area or terminating coverage due to new carrier)

* Previous medical	* Previous dental
* New medical	* New dental

Section 4 Authorization

I acknowledge that this form may be electronically signed and I agree that the electronic signature(s) appearing on this document are the same as handwritten signatures for the purpose of validity, enforceability, and admissibility.

* Authorized contact signature	* Date
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Return the completed form to BenefitHelp Solutions

Mail: BenefitHelp Solutions, PO Box 40548 Portland, OR 97240-0548 **Fax:** 888-393-2943

Questions? Contact BenefitHelp Solutions at 800-556-3137, Monday - Friday 7:30 a.m. to 5:30 p.m. PST.