

1. This section to be completed by employer			
Name of group	Group number/section	ID number	Effective date of change (YYYY-MM-DD)
Last name	First name	Birth date (YYYY-MM-DD)	
Type of change (check below and complete applicable sections)			
<input type="checkbox"/> Transfer	Revised section	Revised employee class	
<input type="checkbox"/> Salary	<small>COMPLETE FOR CHANGES IN EMPLOYEE LIFE AND DISABILITY BENEFITS</small> Revised salary \$ _____ Per: <input type="checkbox"/> Hourly Hours worked per week _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		
<input type="checkbox"/> Occupation	Revised occupation	Revised department ID	Revised other identity number
<input type="checkbox"/> Reinstatement—returned to work (YYYY-MM-DD)		<input type="checkbox"/> Other (specify)	

2. Change employee address, phone number or email			
Mailing address	City	Province	Postal code
Home phone	Day time phone	Email	

3. Change employee name or participant coverage			
Last name	First name	Middle initial	Participant coverage <input type="checkbox"/> Single <input type="checkbox"/> Family

4. Please complete this section for family participant coverage										
Add	Change	Delete	Last name	First name	Middle initial	Relationship	Date of marriage/cohabitation (YYYY-MM-DD)	Birth date (YYYY-MM-DD)	Gender	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Spouse <input type="checkbox"/> Common law <input type="checkbox"/>			<input type="checkbox"/> M <input type="checkbox"/> F	
Unmarried dependent children (if additional space is required, please complete the remainder of this section on a new page and submit it with this form)										
Add	Change	Delete	Last name	First name	Middle initial	Relationship	Birth date (YYYY-MM-DD)	Gender	Full-time student	Disabled dependent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Direct deposit information			
Bank account holder's name			
Bank account numbers <small>(The image shows you where to find these numbers at the bottom of your cheque)</small>	Cheque number *0999 *	Transit Institution :099999099:	Account 09099999999 *
Claim payments will be directly deposited into this bank account	Transit	Institution	Account

6. Change in coverages (please check appropriate statement and indicate change in benefits)			
<input type="checkbox"/> ADD the following benefits as coverage has been terminated under my spouse's plan.	<input type="checkbox"/> Health	<input type="checkbox"/> Dental	<input type="checkbox"/> Employee Life Insurance Benefit
<input type="checkbox"/> WAIVE the following benefits as coverage has been added to my spouse's plan.			
<input type="checkbox"/> COORDINATE the following benefits with my spouse's plan.	<input type="checkbox"/> Health	<input type="checkbox"/> Dental	<input type="checkbox"/> Vision <input type="checkbox"/> Drugs
Group/policy number _____	Name of insurance company _____		
<small>I understand that if benefits have been waived, I will not be able to re-enrol for these benefits at a later date unless application occurs within 31 days of termination of spousal coverage.</small>			
<input type="checkbox"/> WAIVE all Employee Life Insurance benefits and Disability benefits	Group/policy number _____	Name of insurance company _____	
	<small>Waiving of these benefits is subject to your group's participation requirements.</small>		

7. Change in optional coverages

Note: for Dependent Life Insurance, Optional Employee Life Insurance and Optional Accidental Death and Dismemberment, the employee is the beneficiary of the insured spouse and children.

Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/>	Optional Employee Life Insurance (must be in units of \$10,000)	Optional Accidental Death and Dismemberment
<input type="checkbox"/> Employee amount \$ _____ <input type="checkbox"/> Spouse amount \$ _____	Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Employee and eligible dependants Amount \$ _____

8. Beneficiary for employee life insurance benefits (If additional space is required, please complete the remainder of this section on a new page and submit it with this form.)

Last name	First name	Middle initial	Relationship	Percentage (total must = 100%)
1.				
2.				

9. Termination (check type of termination and indicate date)

- The employee must be provided with a copy of this form.
- Alberta residents may apply for Alberta Blue Cross® coverage on an individual basis through one of our individual benefit plans. To be eligible for continuous coverage, you must apply within 30 days of your group plan cancellation date.
- If you are retiring and are between the ages of 50 and 75 at the time of your application, you are eligible to apply for the retiree plan within 60 days of your group plan terminating. The retiree plan is available to all applicants with a Canadian provincial or territorial health insurance plan. Please contact Alberta Blue Cross at 1-800-661-6995 for details.

<input type="checkbox"/> Left employment	<input type="checkbox"/> Lay off	<input type="checkbox"/> Leave of absence	<input type="checkbox"/> Other (specify) _____	Date employment terminated (YYYY-MM-DD)
<input type="checkbox"/> Retired	<input type="checkbox"/> Maternity leave	<input type="checkbox"/> Deceased		

10. Acknowledgement and consent

I certify that all of the information on this form is true and complete and agree to the acknowledgement and consent below.
 If direct deposit information is provided, please do not email the form back to us as email is not considered secure.

Employer signature _____	Employee signature _____
Date (YYYY-MM-DD) _____	Date (YYYY-MM-DD) _____

ACKNOWLEDGEMENT AND CONSENT

I authorize Alberta Blue Cross, Blue Cross Life Insurance Company of Canada* and/or its agents to collect, use, maintain and disclose personal information for the purposes of determining eligibility for coverage, assessment, paying claims, audit, investigation, underwriting, administration and claim management. I acknowledge and agree that my personal information may only be collected from and/or released to a third party (health care professional/practitioner/insurer or reinsurer/agent of record/my employer) only when needed for a purpose stated above. I confirm that I am authorized by my spouse and dependents to receive and disclose information about them that is used solely for these purposes;

I understand that I can revoke this consent at any time in writing; however, if consent is withheld or revoked, coverage may be denied or rescinded.

I understand why I have been asked to disclose this information and am aware of the risks and benefits of consenting, or refusing to consent, to the disclosure.

I agree that this consent shall be effective on the date of this application and shall be valid for the duration of the time coverage is in effect.

I agree that a copy or electronic version of this authorization shall be as valid as the original.

For a copy of our privacy policies, or questions about our personal information policies and practices, please refer to ab.bluecross.ca or email our Privacy Compliance Officer at privacy@ab.bluecross.ca

For more information about Alberta Blue Cross privacy policies or the collection, use or disclosure of your/your dependants' personal information, visit ab.bluecross.ca, call our privacy matters representative at 1-855-498-7302 or write to Privacy Matters, Alberta Blue Cross, 10009 108 St NW, Edmonton, AB T5J 3C5. *Blue Cross Life Insurance Company of Canada underwrites all Employee Life and Disability Benefits.

