

Mail / Fax To: Planned Administrators, Inc.
PO Box 6702, Columbia, SC 29260

Telephone (866) 798-0803
Fax (803) 264-0772

Underwritten by
BCS Insurance Company
Oakbrook Terrace, IL

Fill out this form ONLY if you are making changes in your coverage or terminating coverage.

EMPLOYEE INFORMATION (must be filled out)

Address / Name Change

➤ Social Security Number _____ Date of Birth ____/____/____ Sex M F

Name _____ Home Phone _____ - _____ - _____

Street Address _____ City _____ State _____ Zip _____

Employer _____ Hire Date ____/____/____

Add/Change Dependent Information

Dependent Name	Social Security Number	Date of Birth	Relationship	Gender
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____

REASON FOR THE CHANGE

Address Change Name Change Add Dependent(s) Coverage Change Beneficiary Change Terminate Coverage

Reason for Termination (only select one)

T1- Termination of Employment T4- Deceased T7- Non FMLA Leave of Absence TU- Unknown
 T2- Termination due to Retirement T5- Loss of Dependent Status T8- Divorce/Legal Separation TV- Voluntary Termination
 T3- Termination due to Employee's Medicare Entitlement T6- Reduction of Hours T9- USERRA/Military TS- Termination with Severance

PLAN CHANGES - Select the change you wish to make for each benefit.

Select Coverage Level

You MUST select a coverage level before adding any benefits. Your coverage level will be identical for each benefit.

Employee Only Employee + 1 Employee + Family Terminate all Coverage

Medical/Rx¹ Bi-Weekly Rates

ENROLL NO CHANGE \$41.82 Employee Only \$113.34 Employee + Family
 CANCEL \$84.88 Employee + 1

Dental Bi-Weekly Rates	Short-Term Disability ² Bi-Weekly Rates
<input type="checkbox"/> ENROLL \$10.80 Employee Only	<input type="checkbox"/> ENROLL
<input type="checkbox"/> CANCEL \$21.60 Employee + 1	<input type="checkbox"/> CANCEL \$8.40 Employee Only
<input type="checkbox"/> NO CHANGE \$35.64 Employee + Family	<input type="checkbox"/> NO CHANGE

Vision Bi-Weekly Rates	Term Life Bi-Weekly Rates
<input type="checkbox"/> ENROLL \$4.84 Employee Only	<input type="checkbox"/> ENROLL \$1.20 Employee Only
<input type="checkbox"/> CANCEL \$9.84 Employee + 1	<input type="checkbox"/> CANCEL \$1.80 Employee + 1
<input type="checkbox"/> NO CHANGE \$13.12 Employee + Family	<input type="checkbox"/> NO CHANGE \$3.60 Employee + Family

¹ This coverage is not available to residents of NH, HI, or PR. ² STD is not available to persons who work in CA, HI, NJ, NY, or RI.

Add/Change Life/Accidental Loss of Life, Limb, and Sight Beneficiary

Primary _____ Secondary _____

Relationship _____ Relationship _____

I hereby authorize my employer to deduct the required premium contributions from my payroll earnings. If cancelling coverage, I understand that I have been offered an opportunity to become covered under the Essential StaffCARE plan, and I have chosen NOT to take advantage of this offer. I understand that deductions may continue under my old elections until this form is received and processed by PAI. Deductions will not be refunded.

➤ Signature _____ Date _____