

# EMPLOYEE CHANGE REQUEST

**For office use only**

Effective Date	Certificate #
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**TO BE COMPLETED BY EMPLOYER** (Please print clearly in INK)

**1**

Employer Name		Employer Code	
Employee Name		Certificate #	
<input type="checkbox"/> Occupation change	New Occupation		Effective Date (YYYY/MM/DD)
<input type="checkbox"/> Salary Change	Earnings	<input type="checkbox"/> Annually <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Hourly	# Hours/Week
Effective Date of Salary Change (YYYY/MM/DD)			
Authorized Employer Signature			Date (YYYY/MM/DD)

**TO BE COMPLETED BY EMPLOYEE** (Please print clearly in INK)

**2**

<input type="checkbox"/> Address change	New Address		
<input type="checkbox"/> Name Change	From	Daytime Phone # (   )	
	To		
	Reason for Change		
<input type="checkbox"/> New Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	Date of Change (YYYY/MM/DD)	
	<input type="checkbox"/> Common Law – Date of Cohabitation (YYYY/MM/DD)		
<input type="checkbox"/> Add Benefits	<input type="checkbox"/> Health <input type="checkbox"/> Dental		
<input type="checkbox"/> Remove Coordination of Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date spouse's coverage terminated (YYYY/MM/DD)		
<input type="checkbox"/> Add Dependent(s)	Please complete section 3		
<input type="checkbox"/> Waive Health and/or Dental	<input type="checkbox"/> Health <input type="checkbox"/> Dental   Effective Date of Change (YYYY/MM/DD)		
<input type="checkbox"/> Change Level of Coverage	<input type="checkbox"/> Change from family to single coverage (YYYY/MM/DD)		
	<input type="checkbox"/> Change from single to family coverage (YYYY/MM/DD)		

**LIST ALL YOUR DEPENDENTS AFFECTED BY THE CHANGE, INCLUDING YOUR SPOUSE**

(Please print clearly in INK)

**3**

	Date of Change (YYYY/MM/DD)	First Name & Initial (last name if different)	Relationship	Birthdate (YYYY/MM/DD)	Status/ Non-Status	Gender
<input type="checkbox"/> Add					<input type="checkbox"/> Status	<input type="checkbox"/> M
<input type="checkbox"/> Delete					<input type="checkbox"/> Non-Status	<input type="checkbox"/> F
<input type="checkbox"/> Add					<input type="checkbox"/> Status	<input type="checkbox"/> M
<input type="checkbox"/> Delete					<input type="checkbox"/> Non-Status	<input type="checkbox"/> F
<input type="checkbox"/> Add					<input type="checkbox"/> Status	<input type="checkbox"/> M
<input type="checkbox"/> Delete					<input type="checkbox"/> Non-Status	<input type="checkbox"/> F

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**BENEFICIARY DESIGNATION** – Please print clearly in INK (crossed out or revised info must be initialed by employee)

First & Last Name	Middle Initial	Date of Birth (YYYY/MM/DD)	% of benefit	Relationship

**Additional Beneficiaries**     **Contingent Beneficiaries** (Secondary beneficiary if the above beneficiary is deceased)

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First & Last Name	Middle Initial	Date of Birth (YYYY/MM/DD)	% of benefit	Relationship

**Trustee/Administrator Designation**

If the beneficiary is under the age of majority, I appoint the trustee/administrator named below to receive any amount payable to a minor beneficiary under this policy. The trustee/administrator shall discharge the Insurer for the amount paid. I authorize the trustee/administrator to spend all or part of the amount, or interest earned on it, for the support or education of the minor.

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

If you are designating a trustee/administrator, you should consult with a legal advisor and any proposed trustee/administrator.

**EMPLOYEE SIGNATURE** (Please sign and date below)

**Authorization and Consent**

I understand that the personal information provided herein as well as any other personal information currently held or collected in the future by JG Benefits Inc. and the insurance carriers of my group insurance policy may be collected, used, or disclosed to administer the terms of the group policy of which I am an eligible member, to develop and recommend suitable products and service to me and my employer, and to manage the organization's business.

Depending on the type of coverage I carry, limited personal information may be collected from and/or released to a third party. These include the insurance carriers of my group insurance policy, licensed physicians and/or any other health care professionals or institutions, health and life insurers, government and regulatory authorities, and other third parties when required to administer the benefits outlined in the group policy of which I am an eligible member.

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I understand that the personal information will be kept confidential and secure. I understand that I may revoke my consent at any time; however, if consent is withheld or revoked, the coverage may be declined or rescinded. I understand why my personal information is needed and am aware of the risks and benefits of consenting or refusing to consent to its disclosure. For additional information regarding JG Benefits Inc.'s group benefits privacy policy I can refer to the Privacy & Terms of Use section of [jgbenefits.ca](http://jgbenefits.ca) should I have questions as to the collection, use or disclosure of my personal information.

I certify that all information contained herein is correct and hereby confirm the beneficiary designation and authorize payroll deductions, if required.

I understand the coverage will only be effective if this application is accepted by the insurance carrier and such coverage shall not be effective prior to the effective date as outlined in the agreement between the insurance carrier and my employer.

If applying for coverage for my spouse and/or dependents, I confirm that I am authorized to act on their behalf.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_