



Office use only:

CSEA EBF ENROLLMENT FORM

Employee:

SS# _____ / / _____
 Last Name: _____
 First Name: _____ Middle Initial: _____
 Date of Birth: _____ / / _____
 Home Address: Number and Street: _____ Apt # _____
 City: _____ State _____ Zip Code _____
 Employee's Daytime Telephone () _____
 Employee's Home E-mail Address _____

Dependent Information: Spouse Domestic Partner* (please check one)

Last Name: _____ First Name: _____
 Date of Birth: _____ / / _____ Male Female
 SS# _____ / / _____ Date of Marriage: _____ / / _____

Dependent Children*: (For Relationship, please indicate Son, Daughter, Step-child or Other)

Last Name	First Name	Date of Birth	Gender M/F	Relationship
		/ /		
		/ /		
		/ /		
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		/ /		

If you are enrolling for a CSEA-EBF Dental plan, please answer the following:

Do you and/or your dependents have other coverage available? Yes No

If yes, please indicate: Name of other plan _____
 Effective date of other plan _____ / / _____

I certify that the above information is correct:

Employee Signature: _____ **Date:** _____ / / _____

***Important information concerning dependent coverage:**

- Not all employers allow domestic partner coverage. Before enrollment of a domestic partner can be completed, the CSEA-EBF must receive eligibility confirmation from the NYS Department of Civil Service. For Local Government employees, the confirmation must come from your employer. For purposes of IRS reporting, it is necessary that you provide your domestic partner's social security number on this form.
- When enrolling dependent children, it may be necessary for the CSEA EBF to require and/or request additional information which *may* include full-time student verification for children age 19 and over, verification of eligibility by proof of dependency from, copy of birth certificate, and/or certification of disability form.
- In certain instances, a copy of a marriage certificate may be requested as proof of eligibility.

For a detailed outline of eligibility rules, please refer to your Summary Plan Description or visit our website.

CSEA-EBF
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