

**To Be Completed By Human Resources**

Group Number <b>170601</b>	Division	Billing Category	Date of Employment
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**To Be Completed By Applicant**
 Apply for Coverage
  Beneficiary Change *Complete Beneficiary Section below.*
 Name Change  
 Add or  Delete Dependent      Date of add/delete

Your Name (Last, First, Middle)	Your Social Security Number	Birth Date	<input type="checkbox"/> Male <input type="checkbox"/> Female
Your Address	City	State	ZIP
Former Name (Last, First, Middle) <i>Complete only if name change</i>		Phone Number	
Employer Name <b>Seton Hall University</b>		Job Title/Occupation	
Hours Worked Per Week	Earnings \$ _____	Per: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	

**Coverage** Check with your Human Resources Department about coverage options available to you and Evidence Of Insurability requirements.

**Life Insurance**

- Basic Life with AD&D (Employer Paid)  
 Additional Life requested amount \$ \_\_\_\_\_ (Employee Paid)

**Dependents Life Insurance (Employee Paid)**

- Spouse Life \$5,000 /Child(ren) \$5,000  
 Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Voluntary Accidental Death and Dismemberment (AD&D) Insurance (Employee Paid)**

- Your requested amount \$ \_\_\_\_\_  
 Your Spouse and/or Child(ren)

**Long Term Disability Insurance**

- Long Term Disability Base (Employer Paid)  
 Long Term Disability Buy-up (Employee Paid)

**Signature** I wish to make the choices indicated on this form. If electing coverage, I authorize deductions from my wages to cover my contribution, if required, toward the cost of insurance. I understand that my deduction amount will change if my coverage or costs change.

Member/Employee Signature Required \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_

**Beneficiary Designation Change**

This designation will apply to the following Standard Insurance Company coverage(s) if available to you through your Employer:  
 Basic Life with Accidental Death and Dismemberment (AD&D) insurance and Additional Life insurance.

Designations made on this form, or on a separate sheet of paper, are not valid unless signed, dated, and delivered to your Employer during your lifetime. **Return the completed forms to your Human Resources Department.**

*Continue to the next page to complete the beneficiary designation form.*

Your Employer allows you to make separate Life insurance beneficiary designations per the controlling provisions in your group policy. You may select different beneficiary designations for Basic Life with AD&D insurance and Additional Life insurance coverages.

BASIC LIFE WITH AD&D INSURANCE						
Primary – Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit*
Contingent – Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit*

\*Total must equal 100%

ADDITIONAL LIFE INSURANCE						
Primary – Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit*
Contingent – Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit*

\*Total must equal 100%

**Signature** I wish to make the following beneficiary designation selection(s).

Member/Employee Signature Required \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_

## Beneficiary Information

- Your designation revokes all prior designations.
  - Benefits are only payable to a contingent Beneficiary if you are not survived by one or more primary Beneficiary(ies).
  - If you name two or more Beneficiaries in a class:
    1. Two or more surviving Beneficiaries will share equally, unless you provide for unequal shares.
    2. If you provide for unequal shares in a class, and two or more Beneficiaries in that class survive, we will pay each surviving Beneficiary his or her designated share. Unless you provide otherwise, we will then pay the share(s) otherwise due to any deceased Beneficiary(ies) to the surviving Beneficiaries pro rata based on the relationship that the designated percentage or fractional share of each surviving Beneficiary bears to the total shares of all surviving Beneficiaries.
    3. If only one Beneficiary in a class survives, we will pay the total death benefits to that Beneficiary.
  - If a minor (a person not of legal age), or your estate, is the Beneficiary, it may be necessary to have a guardian or a legal representative appointed by the court before any death benefit can be paid. If the Beneficiary is a trust or trustee, the written trust must be identified in the Beneficiary designation. For example, “Dorothy Q. Smith, Trustee under the trust agreement dated \_\_\_\_\_.”
  - A power of attorney must grant specific authority, by the terms of the document or applicable law, to make or change a Beneficiary designation. If you have any questions, consult your legal advisor.
- Dependents Insurance, if any, is payable to you, if living, or as provided under your Employer’s coverage under the Group Policy.