



Planholder Name (Company Name)		Guardian Group Plan No.:	
Planholder Street Address	City	State	Zip

**EMPLOYER USE ONLY:**  New Enrollment  Add Dependent(s)  Drop Dependent(s)  Change Address  Change Name  Drop Coverage as of: / /

Class	Hours Worked	Division	Benefit Effective
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Keep a copy for your records and return to: **Midwest Regional Office, P.O. Box 8012, Appleton, WI 54912-8012**

**EMPLOYEE** Please provide this information about YOURSELF.

First, Middle Initial, Last Name		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	Social Security Number
Address		City	State	Zip
The best way to reach you: <input type="checkbox"/> Day Phone <input type="checkbox"/> Evening Phone <input type="checkbox"/> Email		Business Phone#	Home Phone #	Preferred Email
Job Title:	Work Status/Eligibility: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Cobra/State Continuation	Date work status began:	Annual Salary/Earnings: \$	

ARE YOU MARRIED?  Yes  No

DO YOU HAVE CHILDREN OR OTHER DEPENDENTS?  Yes  No

IF YOU HAVE A DOMESTIC PARTNER, IS YOUR PARTNERSHIP REGISTERED WITH THE STATE OF CALIFORNIA?  Yes  No

**DEPENDENTS** Please provide this information about your DEPENDENTS.

A dependent is a person that you, as a taxpayer, claim; who relies on you for financial support; and for whom you qualify for a dependency tax exception. Dependency tax exemptions are subject to IRS rules and regulations. Additional information may be required for non-standard dependents such as a grandchild, a niece or a nephew.

	Spouse First, Middle Initial, Last Name	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	Social Security Number	Marriage Date
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Drop	Child (1):	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Full-time student, at (school):	City/State Attending Since
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Drop	Child (2):	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Full-time student, at (school):	City/State Attending Since
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Drop	Child (3):	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Full-time student, at (school):	City/State Attending Since
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Drop	Child (4):	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Full-time student, at (school):	City/State Attending Since

To drop coverage for yourself or your dependents, check the box(es) to the left of the name(s) and select the coverage(s) to drop below. Attach a separate sheet if you wish to drop more than one dependent from different coverage's.  Basic Life  Voluntary Life  Long Term Disability  Short Term Disability  Dental  Vision

**LIFE INSURANCE**

CHOOSE YOUR BASIC LIFE WITH EMPLOYEE ACCIDENTAL DEATH COVERAGE:

<b>Employee:</b> <input type="checkbox"/> \$ _____ <input type="checkbox"/> I Waive This Coverage	<b>Spouse/DP:</b> <input type="checkbox"/> \$ _____ <i>The amount my not be more than 50% / 100% of the employee amount.</i> <input type="checkbox"/> I Waive This Coverage.	<b>Child(ren)</b> <input type="checkbox"/> \$ _____ <i>The amount may not be more than 10% of the employee amount.</i> <input type="checkbox"/> I Waive This Coverage.
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If this Basic Life policy will replace your existing life insurance policy under your current employer, provide the amount of the previous policy \$ \_\_\_\_\_

NAME YOUR BENEFICIARIES – MUST ADD UP TO 100%		
PRIMARY BENEFICIARY 1	PRIMARY BENEFICIARY 2	CONTINGENT BENEFICIARY
Name (Last, First, MI)	Name (Last, First, MI)	Name (Last, First, MI)
Relationship to you: %	Relationship to you: %	Relationship to you: %

In the event the designated primary beneficiaries are deceased, the contingent beneficiary will receive the benefit.

**IMPORTANT NOTES**

- If you waive life coverage and later decide to enroll, you will have to provide, at your own expense, proof of each person's insurability. Guardian reserves the right to reject your request.
- Children will not be covered until they reach 14 days.
- Based on your plan benefits and your age, you may be required to complete an additional evidence of insurability form for Voluntary Life

**DISABILITY**

**CHOOSE YOUR SHORT TERM DISABILITY (STD) INSURANCE.**

STD Plan  
Weekly Benefit:

\$ \_\_\_\_\_

I Waive This Coverage.

Elect STD BUY-UP

Weekly Benefit:

\$ \_\_\_\_\_

The sum of the amounts of you buy-up benefit and your core plan benefit may not exceed 70% of your weekly salary.

**CHOOSE YOUR LONG TERM DISABILITY (LTD) INSURANCE.**

LTD Plan  
Weekly Benefit:

\$ \_\_\_\_\_

I Waive This Coverage

Elect LTD BUY-UP

Weekly Benefit:

\$ \_\_\_\_\_

The sum of the amounts of you buy-up benefit and your core plan benefit may not exceed 70% of your weekly salary.

**DENTAL**

**CHOOSE YOUR DENTAL COVERAGE:** Check one box only

Find dental providers online at [www.guardianlife.com](http://www.guardianlife.com) or check the directory of providers.

	Option 1 – _____	Option 2 – _____	Option 3 – _____	
Employee Alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Employee & Spouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Employee & Child(ren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Entire Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage

If you or your family has lost dental coverage, please explain below. *Late entrant penalties may apply.*

Reason for Loss of coverage:

Date of coverage loss:

Termination of Employment.  Divorce.  Death of Spouse.  Termination or Expiration of coverage

**IMPORTANT NOTES:**

- Proof of insurability does not apply to dental, but if you waive dental coverage and later decide to enroll, you may be subject to a late entrant penalty and your dental benefits may be limited for a period of time. Guardian may waive late-entrant penalties if you lose dental coverage due to termination of the plan, loss of employment, death of spouse, divorce or where a court has ordered coverage be provided for an eligible spouse or eligible children, provided you apply within 30 days.

<b>VISION</b>		<b>CHOOSE YOUR VISION COVERAGE:</b> Check one box only	
Find vision providers online at <a href="http://www.guardianlife.com">www.guardianlife.com</a> or check the directory of providers.			
	Option 1 - _____	Option 2 - _____	
Employee Alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Employee & Spouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Employee & Child(ren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage
Entire Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I Waive This Coverage

**IMPORTANT NOTES:**

- Proof of insurability does not apply to vision, but if you waiver vision coverage and later decide to enroll, you may be subject to delays in enrollment.

**SIGNATURE**

- I hereby apply for the group benefit(s) that I have chosen above.
- I understand that I must meet eligibility requirements for all coverage's that I have chosen above.
- I understand that I must be actively at work or my life and/or disability coverage will not take effect until I have completed a waiting period (as defined in the Group Plan) of full time service. This requirement does not apply to eligible retirees.
- I understand that my dependent(s) cannot be enrolled for coverage if I am not enrolled for that coverage.
- I understand that life insurance coverage for a dependent, other than a newborn child, will not take effect if that dependent is confined to a hospital or other health care facility, or is home confined, or is unable to perform the normal activities of someone of like age and sex.
- I agree that my employer may deduct premiums from my pay or add premiums to my dues; if they are required for the coverage I have chosen above.
- I attest that the information provided above is true and correct to the best of my knowledge.
- Any person who with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.

<b>SIGNATURE OF EMPLOYEE</b>	<b>DATE</b>
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**PLEASE RETAIN A PHOTOCOPY FOR YOUR RECORDS AND SUBMIT THIS FORM TO GUARDIAN**