EC-1 All Bargaining Units Enrollment Form Instructions

I. Employee Data

Select the Enrollment Type for which you are submitting the Enrollment form. Mark the New Hire box if you're newly hired, the Qualifying Event box if you are making changes outside of the Open Enrollment period, or the Open Enrollment box during the annual or limited Open Enrollment period. If submitting the enrollment form for a qualifying event, give a brief description of the event and input the date the qualifying event occurred. Common qualifying events include: **Acquisition of Coverage, Adoption, Birth, Civil Union Partner, Court Order, Death, Divorce, Domestic Partnership, Foster Child, Guardianship, Ineligible Student, Approved Leave of Absence Without Pay/Waive (LWOP/ Waive), Approved Leave of Absence Without Pay/Re-enroll (LWOP/Re-enroll), Legal Separation, Loss of Coverage, Marriage, Moving Out of the Coverage Area, New Hire, Newly Eligible Employee, Newly Eligible Student, Reinstatement of Employment, or Termination of Domestic Partnership**. Complete all information about yourself and your spouse/partner.

II. Coverage Start Date

Carefully consider when you would like your health plans and premium deductions to begin and check the appropriate box. You can select one of the following:

- (Option #1) Coverage starts on the date of hire or event date. Premium contributions start 1st day of the pay period in which the date of hire or event date occurs.
- (Option #2) Coverage and contributions start 1st day of the first pay period following the date of hire or event date.
- (Option #3) Coverage and contributions start 1st day of the second pay period following the date of hire or event date.

If no selection is made, Option #1 will be used, and you will be responsible for the full premium in said pay period. Loss of Coverage and Acquisition of Coverage must start on event date (Option #1).

III. Plan Selection

Mark all plans you wish to be enrolled in. You can choose one medical/prescription drug plan, one dental plan, and one vision plan. The prescription drug plan is bundled with the medical plan and will depend on the medical plan you select. If you do not want any plan coverage, mark the "Cancel/Waive" box. If no selection is made and you currently have coverage, EUTF will assume no changes are being made.

State and County Contributions: No person may be enrolled in any EUTF benefit plan as both a retiree/active employee and dependent, nor may children be enrolled on more than one retiree/active employee plan (dual enrollment). In addition, if you and your spouse/partner are both retirees/active employees, the employer's contribution cannot exceed a family plan contribution in accordance with Chapter 87A-33-36, Hawaii Revised Statutes.

For State Employees Only: Premium Conversion Plan (PCP) is a voluntary benefit plan, administered by the Department of Human Resources Development (DHRD) that allows employees to purchase their health benefit plans on a pretax basis and is offered pursuant to Section 125 of the Internal Revenue Code. For more information, go to the DHRD website at dhrd.hawaii.gov. Please inquire with your DPO or DHRD on completing a PCP-2 form. Mark the "Enroll" or "Cancel/Waive" box.

For County Employees Only: Premium Conversion Plan (PCP) is administered by the Budget and Fiscal Services Department. Please contact your Department Personnel Office for more information on available options.

IV. Dependent Information

Complete dependent information and indicate plan selection if adding, removing or continuing coverage for dependents. If you are adding/removing more than five dependents and additional rows are needed, please attach another sheet to your enrollment form. If this is your first time enrolling dependents in EUTF plans, please submit required proof documents including a marriage certificate if adding your spouse or partner and a birth certificate and guardianship or adoption decree (if applicable), if adding a child(ren). If a dependent child is age 19 to 24, unmarried and covered under your dental and/or vision plans, please submit certification from the school registrar or national clearinghouse indicating they are a full-time student. Required proof documents must be submitted to the EUTF within 45 days of the event date. Social security numbers are required for all newly added dependents. Detailed eligibility information including required proof documents for other life events are available online at eutf.hawaii.gov.

Use the following Relationship codes:

SP = Spouse	CH = Child	SC = Step Child
DP = Domestic Partner	DPCH = Domestic Partner's Child	GC = Guardianship or Foster Child
CU = Civil Union Partner	CUCH = Civil Union Partner's Child	DC = Disabled Child

V. Other Insurance Information

If you or your dependents are covered under another health plan, you are required to complete this section. The information that you provide does not determine how your benefits are coordinated. Coordination of Benefits rules are determined by the health benefit plans and follow the guidelines of the National Association of Insurance Commissioner (www.naic.org).

VI. Employee Signature

Read, sign and date the form. Submit your EC-1 form to your department human resource office or enrollment designee for verification, signature and routing to EUTF within 45 days (180 days for newborns) of the event date. DOE employees please submit your EC-1 form to the address printed on the top right-hand corner of the enrollment form. To ensure proper processing, all required fields must be completed, and proper documentation submitted timely.

Hawaii Employer-Union Health Benefits Trust Fund

Submit this form to your personnel office.

DOE employees submit to:
DOE-EBU
PO Box 2360
Honolulu HI, 96804

EUTF ACTIVE EMPLOYEE
EC-1 HEALTH BENEFITS ENROLLMENT FORM

All Bargaining Units (Excluding HSTA VB)

Clear Form

EMPLOYEE DATA

Complete each section thoroughly, please print clearly

Enrollment Type (*you must check one box*): ☐ New Hire ☐ Qualifying Event ☐ Open Enrollment

New Hire or Qualifying Event Date: _____ **Qualifying Event Description:** _____

Full Legal Name: _____ Social Security No. or HB#: _____
Last, First M.I.

Mailing Address: _____ Residence Address: _____
City State Zip Code City State Zip Code

Marital Status: ☐ Single ☐ Married ☐ Domestic Partner Gender: ☐ ☐ Birthdate: _____
Marriage Date: _____ Male Female

Home Phone: _____ Cell Phone: _____ Email: _____

Spouse/Partner Name: _____ SSN: _____ Birthdate: _____

Note: If you will be adding your spouse or partner to your health plans, you must also indicate this information under the "Dependent Information" section.

COVERAGE START DATE

Do not skip this section. Read the "EC-1 Enrollment Form Instructions" and complete this section before moving on. Mark one option.

Option #1 ☐ Coverage starts day of the event. Premium contributions start 1st day of the pay period in which the effective date of coverage occurs. *(If no option is made, Option #1 will be used.)*

Option #2 ☐ Coverage and premium contributions start 1st day of the first pay period following event date (1st or the 16th of the month).

Option #3 ☐ Coverage and premium contributions start 1st day of the second pay period following event date (1st or the 16th of the month).

PLAN SELECTION EFFECTIVE 7/1/20 THROUGH 6/30/21

Medical, Chiro and Prescription Drug (select one)				
HMSA PPO 90/10 Medical, Chiro and CVS Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $386.18	☐ Two-Party $937.74	☐ Family $1,196.14
HMSA PPO 80/20 Medical, Chiro and CVS Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $247.58	☐ Two-Party $600.94	☐ Family $766.44
HMSA PPO 75/25 Medical, Chiro and CVS Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $63.92	☐ Two-Party $155.22	☐ Family $197.88
HMSA HMO Medical, Chiro and CVS Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $501.60	☐ Two-Party $1,218.24	☐ Family $1,553.98
Kaiser HMO Comprehensive Medical, Chiro and Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $268.74	☐ Two-Party $653.08	☐ Family $834.26
Kaiser HMO Standard Medical, Chiro and Prescription Drug Monthly Employee Premium	☐ Cancel/Waive	☐ Self $67.46	☐ Two-Party $163.90	☐ Family $209.10
HMA Supplemental Medical and Prescription Drug (Must have coverage under a non-EUTF health plan to be eligible for Supplemental)	☐ Cancel/Waive	☐ Self $14.16	☐ Two-Party $30.00	☐ Family $33.00
Dental (select one)				
Hawaii Dental Service Monthly Employee Premium	☐ Cancel/Waive	☐ Self $14.48	☐ Two-Party $28.94	☐ Family $47.62
Vision (select one)				
Vision Service Plan Monthly Employee Premium	☐ Cancel/Waive	☐ Self $2.46	☐ Two-Party $4.56	☐ Family $5.98
Life (select one)				
Securian	☐ Cancel/Waive	☐ Self		
Premium Conversion Plan (for State Employees only)	☐ Cancel/Waive	☐ Enroll		

Employee's Name: _____

State and County Contributions: No person may be enrolled in any EUTF benefit plan as both a retiree/active employee and dependent, nor may children be enrolled on more than one retiree/active employee plan (dual enrollment). In addition, if you and your spouse/partner are both retirees/active employees, the employer's contribution cannot exceed a family plan contribution in accordance with Chapter 87A-33-36, Hawaii Revised Statutes.

DEPENDENT INFORMATION

Complete dependent (including spouse and children) information and indicate plan selection if adding/removing dependents.

Continue	Add	Delete	Last Name, First Name, Middle Initial	Birthdate	SSN	Relationship	Gender	Medical/Rx	Dental	Vision
☐	☐	☐						☐	☐	☐
☐	☐	☐						☐	☐	☐
☐	☐	☐						☐	☐	☐
☐	☐	☐						☐	☐	☐
☐	☐	☐						☐	☐	☐

If dependents are age 19 to 23 and covered under your dental and/or vision plans, please submit certification from the school registrar or national clearinghouse indicating they are a full-time student. Detailed eligibility information is available online at eutf.hawaii.gov.

OTHER INSURANCE INFORMATION

If you or any of your dependents are covered under another non-EUTF health plan(s), provide data below.

Type of Plan: (eg. Medical, Dental)	Name of Plan: (eg. HMSA, Quest)	Subscriber's Name(s):

EMPLOYEE SIGNATURE

I am eligible for the coverage requested and declare that the individuals listed on this enrollment form are also eligible. I understand that the benefit elections made on this application are in effect as long as I continue to meet EUTF's eligibility requirements, or until I elect to change them subject to the provisions of EUTF's plan rules. I understand that if I waive coverage for myself or my dependents that I/they cannot enroll for benefits in EUTF's Plan unless eligible at the next Open Enrollment period or earlier, if there is a mid-year Special Enrollment event such as loss of other coverage, marriage, birth or adoption. I have read the benefit materials, understand the limitations and qualifications of the EUTF benefits program and agree to abide by the terms and conditions of the benefit plans elected. I authorize my employer or finance officer to make the pre-tax or after-tax deductions, adjustments or cancellations from my salary, wages, or other compensation for the monthly employee contribution in accordance with applicable laws, rules and regulations.

A person who knowingly makes a false statement in connection with an application for any benefit may be subject to imprisonment and fines. Additionally, knowingly making a false statement may subject a person to termination of enrollment, denial of future enrollment, or civil damages. I agree to immediately notify the Fund in writing of any changes that would result in the loss or change of eligibility of my or any of my dependent- beneficiary's benefits. I understand that the Fund reserves the right to terminate benefits and to seek recovery of any overpayment of benefits resulting from my failure to provide written notice within forty-five (45) days of the event that caused the change or ineligibility. EUTF retains the right to terminate coverage in the event of non-payment, if payment is applicable. This form supersedes all forms and submissions previously made for EUTF coverage. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that I am subject to penalties for perjury.

_____ _____

Employee Signature *Date*

Official Use Only

Department ID#	Department	Division/School	Bargaining Unit

Date Received in Office	DPO Phone Number	DPO Fax Number

DPO (or employer designee) Printed Name	Date of DPO (or employer designee) Signature

DPO (or employer designee) Signature

By signing this EC-1 form, I am attesting that this employee is eligible for EUTF benefits as per Chapter 87A, Hawaii Revised Statutes.

Comments: