YOUNGSTENSTAR
EMPLOYEE GROUP BENEFIT SOLUTIONS

Enrollment/Change Form

PLEASE PRINT CLEARLY

SECTION A: *Enrollment/Status Change*

Employee Information

Employer Name	**OFFICE USE ONLY**	
	Certificate ID No.	❑ Travel ❑ EHC ❑ Dental
Employee Name	**Group No.**	
Date of Birth MM/DD/YYYY	Employment Date MM/DD/YYYY	Coverage Effective Date MM/DD/YYYY
Employee Address		
❑ Male ❑ Female	Email	Division/Class/HSA Maximum

Coverage & Dependent Information

Coverage Request **HEALTH** ❑ Single ❑ Family ❑ Waive | **DENTAL** ❑ Single ❑ Family ❑ Waive

Spouse Name	❑ Male ❑ Female	Date of Birth MM/DD/YYYY	Relationship
Dependent Name	❑ Male ❑ Female	Date of Birth MM/DD/YYYY	Relationship
Dependent Name	❑ Male ❑ Female	Date of Birth MM/DD/YYYY	Relationship
Dependent Name	❑ Male ❑ Female	Date of Birth MM/DD/YYYY	Relationship

Status Change: ❑ Single ❑ Family

Reason: ❑ Marriage ❑ Common Law Status (must be cohabitating for 12 months) ❑ Birth ❑ Divorce/Separation ❑ Other:

Direct Deposit *Please complete the following in order to have your group benefit reimbursements deposited electronically into your bank account*

Account Holder Name	Bank Name	
Bank Address		❑ **Void cheque attached (MANDATORY)**
Bank ID	Branch Transit No.	Account No.

Acknowledgment Agreement: I authorize and direct Youngs-Ten Star Group Benefits Inc. to deposit future group health and dental reimbursements as they come due using electronic funds transfer to the account/financial institution noted above. I am aware it is my responsibility to inform Youngs-Ten Star Group Benefits Inc. of any changes to the above. **Sign:** _____

SECTION B: *Termination*

Effective Date MM/DD/YYYY

SECTION C: *Address Change*

Effective Date MM/DD/YYYY

Old Address:

New Address:

SECTION D: *Confirmation*

I hereby certify that all the information on this form is true, accurate and complete.

Employee Signature: Date: MM/DD/YYYY

I confirm/authorize that all information/changes listed above are correct.

Employer Signature: Date: MM/DD/YYYY

Youngs-Ten Star Group Benefits Inc. is committed to protecting the privacy, confidentiality, accuracy and security of personal information it collects, uses, retains or exchanges in the necessary conduct of our business. Youngs-Ten Star's privacy policy can be viewed at www.youngstenstar.ca/privacy

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