TheStandard

Group Disability Insurance
Enrollment/Change Form
Marshall University

For an initial enrollment, please complete Part 1 of this form; sign, date, and return it to your employer as soon as possible. For a change in your insurance coverage, complete only those sections that apply to the change being required; sign, date, and return the form. Please retain a copy for your records.	Initial Request ___ Change Request ___ Effective Date _____

Part 1 EMPLOYEE INFORMATION (Please print)

Last Name	First	Middle	Social Security Number

Date of Birth	Sex M F	Employment Date	Position Title	Annual Salary

Coverage Selection (check one)

____ I authorize the proper deductions from my earnings as my contribution toward the cost of this insurance.

____ I do not wish to enroll or participate (applicable only to contributory plans).

Certification of Disability Insurance Coverage Through Previous Employer (if applicable)

Previous Employer	Prior Insurance Company	Date Prior Coverage Terminated Mo Day Year

Employee signature	Date

Part 2 EMPLOYER INFORMATION (to be completed by HR)

MARSHALL UNIVERSITY	Group Number-D 1350	
Date Employee Entered Eligible Class	Reinstatement Yes No	Date Re-employed

Annuity Premium Benefit - if applicable (check one) The employee is participating in the following retirement plan:

____ TIAA-CREF

____ Great West

Occupation Information – Complete all questions.

1. Eligible Class: Employee is a member of eligible class ___1 ___2
2. Position Type: Employee is a member of: ___ faculty ___ administration ___ technical/paraprofessional ___ secretarial/clerical ___ maintenance/housekeeping ___ other _____
3. Occupational Class: Circle Professional or Service.

Professional **Associates who are usually engaged in activities that are considered non-physical in nature:** Professor, Nutrition Adviser, Coach, Human Resources Staff Specialist, Librarian, Marketing, Coordinator, Risk Manager, Engineer, Telecommunication Specialist, Administrator, Secretary.

Service **Associates who are usually engaged in activities that are considered physical in nature:** Baker, Carpenter, Custodian, Cook, Electrician, Locksmith, Security Guard, Mechanic, Supply Room Clerk, Staff Nurse, Welder, Parking Attendant, Groundskeeper, Extension Agent.