Underwritten by:
Unum Life Insurance Company of America
2211 Congress Street, Portland, ME 04122

El Paso County Government
Policy # 907339

Term Life and AD&D Insurance Enrollment Form

Please print legibly and complete this form in its entirety. Blank fields will cause significant delays in processing.

Application Type:
☐ **Initial Enrollment:** To make initial elections; OR
☐ **Annual Enrollment:** To make changes to existing elections and/or information. The elections/information you indicate will replace your prior elections/information on file with Unum. **Note: If you do not wish to make any changes, do not complete this form. Please contact your plan administrator with any questions.**

Employee Social Security Number ___ - ___ - ____ **Gender** M ☐ F ☐ **Date of Birth (mm/dd/yyyy)** __ / __ / ____ **Hours Worked Per Week** ___

Employee First Name _____ **M.I.** ☐ **Last Name** _____

Employee Street Address _____ **City** _____ **State** ___ **Zip Code** _____

Original Date of Hire __ / __ / ____ **Annual Salary** ___ , ___ , ___ **Occupation** _____

Employee Email Address _____

If date below unknown, consult with your Plan Administrator to complete:
☐ **Date entered into an eligible class (*ex: part time to full time*) or**
☐ **Rehire Date or**
☐ **Date of promotion to an eligible class** __ / __ / ____

Spouse First Name (if coverage is selected) _____ **Spouse Date of Birth (mm/dd/yyyy)** __ / __ / ____

HAVE ANY TOBACCO PRODUCTS BEEN USED IN THE LAST 12 MONTHS?
You: ☐ *Yes* ☐ *No **Your Spouse: ☐ *Yes* ☐ *No***

COVERAGE ELECTIONS: Please indicate below the coverage amounts you would like to select for you and your spouse and/or child, if applicable. Dependent life and/or AD&D coverage amounts cannot exceed 100% of your life and/or AD&D coverage amounts. Any coverage amounts left blank will result in a coverage amount of $0.

AMOUNT OF COVERAGE SELECTED FOR (MUST BE IN UNITS OF $10,000):

Life You: $ ___ , ___ , ___ Your Spouse: $ ___ , ___ Your Child: ☐ $10,000

AD&D You: (Select One) ☐ An amount equal to your life ☐ No AD&D Coverage
Your Spouse: ☐ An amount equal to spouse life ☐ No AD&D Coverage
Your Child: ☐ $10,000 ☐ No AD&D Coverage

NOTE: If you have chosen Life coverage over the Guarantee Issue amount of $200,000 for you or $30,000 for your spouse, you will also need to complete an Evidence of Insurability form. The amount of Life coverage over your Guarantee Issue amount will be subject to medical underwriting approval and will become effective in accordance with the terms of the policy. If you DO NOT APPLY FOR coverage for you or your dependent(s) during your or their initial enrollment period, you will need to complete an Evidence of Insurability form for all amounts of coverage. This applies to Life coverage only. You may complete and electronically submit an Evidence of Insurability form–please see your Plan Administrator.

Beneficiary Information: Please complete the beneficiary information on the reverse side of this form.

Request for Signature and Certification: *I have read and understand the "Limitations and Exclusions" on the reverse side of this enrollment form.* I certify that all statements are true to the best of my knowledge and belief and I understand that a copy of this form will be made available to me at my request. I authorize my employer to make the necessary deductions from my salary or wages to pay the premium when my insurance becomes effective. I understand that my payroll deduction amount will change if my coverage or costs change.

_____ __ __/__ __/__ __ __ _____ _____
Employee Signature *Date* *Work Phone* *Home Phone*

RETAIN THIS FORM FOR YOUR RECORDS AND SEND A COPY TO:
Unum (NCG Administrative Services)
2211 Congress St
Portland, ME 04122

Or FAX to: 1-207-771-4022

Limitations and Exclusions

DELAYED EFFECTIVE DATE:

Employee: Insurance will be delayed for employees not in active employment until the first of the month, coincident with or next, following the date they return to work. Regularly scheduled vacation time is considered active employment.
Dependents: Coverage for totally disabled dependents will be delayed until the first of the month, coincident with or next, following the date the individual is no longer disabled. This delay does not apply to newborn children while dependent insurance is in effect. "Totally disabled" means that, as a result of injury, a sickness or a disorder, your dependent is confined in a hospital or similar institution; is unable to perform two or more activities of daily living (ADLs) because of a physical or mental incapacity resulting from an injury or a sickness; is cognitively impaired; or has a life threatening condition.

EXCLUSION FOR SUICIDE:

Where the cause of death is suicide:

1. No benefits will be payable for a loss occurring within 24 months after the individual's initial effective date; and
2. No increased or additional insurance will be payable for a loss occurring within 24 months after the day such increased or additional insurance is effective.

This Suicide Exclusion does not apply to Washington residents.

AD&D BENEFIT EXCLUSIONS

AD&D Benefits would not be paid for losses caused by, contributed to by, or resulting from:

- Disease of the body or diagnostic, medical or surgical treatment or mental disorder as set forth in the latest edition of the Diagnostic and Statistical Manual of Mental Disorders;
- Suicide, self-destruction while sane, or self-inflicted injury;
- War, declared or undeclared, or any act of war;
- Active participation in a riot;
- Attempt to commit or commission of a crime;
- The voluntary use of any prescription or non-prescription drug, poison, fume or any other chemical substance unless used according to the prescription or direction of the individual's doctor. This exclusion does not apply to the individual if the chemical substance is ethanol; or
- Intoxication. ("Intoxicated" means that the individual's blood alcohol level equals or exceeds the legal limit for operating a motor vehicle in the state or jurisdiction where the accident occurred.)

Beneficiary Designation Form for El Paso County

Employee Name:

_____

Employee Address:

_____

Social Security #:

_____

_____

_____

SECTION A BASIC Life and accidental death and dismemberment insurance Policy Number 907338

PRIMARY BENEFICIARY (IES): NAME	BENEFICIARY DATE OF BIRTH	BENEFICIARY SOCIAL SECURITY NUMBER	RELATIONSHIP TO EMPLOYEE	BENEFIT PERCENT (TOTAL MUST EQUAL 100%)
CONTINGENT BENEFICIARY (IES): NAME	BENEFICIARY DATE OF BIRTH	BENEFICIARY SOCIAL SECURITY NUMBER	RELATIONSHIP TO EMPLOYEE	BENEFIT PERCENT (TOTAL MUST EQUAL 100%)

SECTION B VOLUNTARY Life and accidental death and dismemberment insurance Policy Number 907339

PRIMARY BENEFICIARY (IES): NAME	BENEFICIARY DATE OF BIRTH	BENEFICIARY SOCIAL SECURITY NUMBER	RELATIONSHIP TO EMPLOYEE	BENEFIT PERCENT (TOTAL MUST EQUAL 100%)
CONTINGENT BENEFICIARY (IES): NAME	BENEFICIARY DATE OF BIRTH	BENEFICIARY SOCIAL SECURITY NUMBER	RELATIONSHIP TO EMPLOYEE	BENEFIT PERCENT (TOTAL MUST EQUAL 100%)

By signing this document, I understand and agree to the following: This beneficiary designation revokes all prior designations. This beneficiary designation form will apply to my Unum Insurance plan established in connection with my employer's plan. If more than one primary beneficiary is named and no percentages are indicated, payment will be made in equal shares to my primary beneficiary (ies) who survive(s) me or if the percentages listed do not add up to 100%, Unum will disburse the benefit pursuant to its discretion and/or pursuant to the above policy provisions if applicable.

_____ _____

EMPLOYEE SIGNATURE DATE SIGNED

NOTE: PLEASE SEE THE REVERSE SIDE OF THIS PAGE FOR INSTRUCTIONS

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Unum (NCG Administrative Services)
2211 Congress Street
Portland, Maine 04122

Or FAX to: 1-207-771-4022

Instructions: Complete your Beneficiary Designation and advise your designated beneficiaries that you have done so.

Complete or verify personal information on the front of this form. Please be advised it may take up to 30 days to process the designations.

List your first choices of beneficiaries under the PRIMARY BENEFICIARY(IES) section; be sure to include their name, Social Security number, date of birth, their relationship to you and what percent you want to designate to the individual (the percentages must total 100%).

You may also list CONTINGENT BENEFICIARY(IES). These beneficiaries will receive the benefit in the event that all of your primary beneficiaries are deceased. Please be sure to include their name, Social Security number, date of birth, their relationship to you and what percent you want to designate to the individual (the percentages must total 100%).

Where a beneficiary is related to the insured by blood or marriage, the relationship should be inserted, e.g., husband, wife, son, daughter, father, mother, grandfather, grandmother, uncle, aunt, cousin, foster-mother, sister-in-law, half-brother, etc. Where a beneficiary is not related to the insured by blood or marriage, any other relationship should be inserted, e.g., business associate, partner, creditor, fiancée, former wife, etc.

If you do not designate a beneficiary, the payment of benefits will default to the provisions of the contract.

If you have any questions, please call one of our Client Service Associates at 1-888-556-3727.

Your Unum Client Service Center

Unum
NCG Administrative Services
2211 Congress Street
Portland, Maine 04122

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