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| \\corp.asebp.ab.ca\dfs\Shared\Communications - CHRS\!Communications\Logos\ASEBP\2011 New\Form logos\!!!form logo-phone_website-NEW ADDRESS.jpg | | | EARLY RETIREECHANGE APPLICATION | | | |
| **INSTRUCTIONS:**   1. Complete all applicable sections of this form. 2. Return the completed form to ASEBP by fax (780-438-5304) or email ([benefits@asebp.ca](mailto:benefits@asebp.ca)). | | | | | | | |
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| A. Personal Information | | | | | | | |
| Name: | | | | | | ASEBP ID number: | |
| Previous name (if applicable): | | | | | | Date of birth *(YYYY/MM/DD)*:      /    / | |
| Mailing address (incl. postal code): | | | | | | | |
| Phone number (incl. area code):    -   - | | | | | Email (optional): | | |
| Employer name: | | | | | | | |
| B. Reason for Change | | | | | | | |
| Life event date *(YYYY / MM / DD)*:      /    /Please check off the reason(s) you are requesting a change in your benefits: Change in marital status:  Marriage  Separation  Divorce  Other:  Add common-law spouse/partner (whom I have lived with since      ) (Please proceed to Section C)  Birth/adoption/guardianship: (Please attach a copy of the legal guardianship papers to this form)  Day of birth/adoption/guardianship *(YYYY / MM / DD)*:      /    /    (Please proceed to Section C)  Loss of spousal/alternate coverage (Please include a letter from the employer providing coverage indicating date and reason for termination of benefits.)  Terminate coordination of benefits on file. Name of insurance carrier:  Coverage affected:  EHC  Dental  Vision  Effective date of loss *(YYYY/MM/DD)*:      /    /  Reinstate Early Retiree Benefits on *(YYYY/MM/DD)*:      /    /  Cancellation of ***all*** coverage currently participating in (Please proceed to Section E)  Change in name. New name:  Change in mailing address. New address (including postal code):  Other (Please explain): | | | | | | | |
| C. Changes in Benefit Coverage | | | | | | | |
| **Please check off which benefits you require:** Life and Accidental Death & Dismemberment  Single – (Please complete the required *Appointment of Beneficiary(ies)* form(s)) | | | | | | | |
| Extended Health Care | | Single | Family (Please proceed to Section D) | | | | Covered under spouse/alternative coverage |
| Dental Care | | Single | Family (Please proceed to Section D) | | | | Covered under spouse/alternative coverage |
| Vision Care | | Single | Family (Please proceed to Section D) | | | | Covered under spouse/alternative coverage |

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| D. Dependant Information | | | | | | |
| **Last Name** | **First Name** | **Initial** | **Birth Date**  (YY/MM/DD) | **Relationship**  (spouse, son, daughter) | **Check One** | |
| **Add** | **Remove** |
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| E. Termination of Coverage | | | | | | |
| At my request, my benefit coverage with ASEBP will terminate effective midnight on *(YYYY/MM/DD)*:      /    / I understand that I will not be able to reinstate coverage at a later date.  Signature: “First name Last name” Date: | | | | | | |
| F. Declaration of Consent and Authorization (must be signed) | | | | | | |
| The personal information contained herein is required for the purpose of enrolment in and coverage under the selected ASEBP benefit plans. It may be necessary for ASEBP to disclose some or all of the personal information contained herein to third party service providers or your employer for these purposes. Where third party service providers are retained, appropriate contracts are in place to protect personal information. Personal information disclosed to your employer is restricted to information necessary for administering each group benefit plan you enrolled in.  I understand why the information is required and am aware of the risks and benefits of providing this information. I consent to the collection, use and disclosure of my personal information for the purposes identified above. I understand that I may revoke my consent at any time and acknowledge that doing so will affect my and my dependants’ eligibility to receive group benefits.  I understand that by virtue of the provisions of the *Personal Information Protection Act* of Alberta, my dependants are deemed to consent to the collection, use and disclosure of their personal information for the purpose of enrolment in and coverage under the group benefit plans, through me as the applicant.  Your employer and/or ASEBP may elect to copy and/or store this document by secure and reliable digital or other electronic means. By signing this document you agree that this document, including your signature, may be recorded and stored electronically and that any electronic copy of same will be binding upon you to the same extent as the original version.  I agree to the above and declare that my statements in this enrolment application are complete, accurate and true.  Signature: “First name Last name” Date:  Consent is being obtained in accordance with sections 7, 8, 9 and 61 of the *Personal Information Protection Act* of Alberta and section 1 of the federal *Personal Information Protection Electronic Documents Act*. Be advised that in order to optimize the services we provide we may use service providers outside Canada to carry out certain functions on our behalf. In such situations, we enter into contracts and/or verify that appropriate privacy and security protocols are in place. If you have any questions regarding the collection, use and disclosure of your personal information, please refer to ASEBP’s Privacy Policy at www.asebp.ca or contact the privacy officer at 780-438-5300. | | | | | | |