



City of Boston Non-Medicare Health Insurance Enrollment Form

Employee ID: _____

Return completed form to
Health Benefits & Insurance Division
Boston City Hall, Room 807
Boston, MA 02201
Fax: 617-635-3932

Part 1 – Identifying Information

1. Name (Last, First, Middle Initial)	2. Sex (M/F)	3. Date of Birth (mm/dd/yyyy)	4. SSN
5. Home Address (Including Zip Code)		6. Check one: <input type="checkbox"/> Active Employee <input type="checkbox"/> Retiree <input type="checkbox"/> Surviving Spouse <input type="checkbox"/> COBRA	7. Home Phone 8. Work Phone

Part 2 – Health Coverage

1. Check one: <input type="checkbox"/> New Enrollment (Basic Life Insurance Form Mandatory) <input type="checkbox"/> Change Enrollment (Add/Remove Dep) <input type="checkbox"/> Decline/Waive Coverage <input type="checkbox"/> Terminate/Cancel Existing Coverage <input type="checkbox"/> Annual Enrollment	2. Select one of the health plans below <input type="checkbox"/> Neighborhood Health Plan (HMO) <input type="checkbox"/> Harvard Pilgrim Health Care (HMO) <input type="checkbox"/> Blue Cross Blue Shield Blue Care Elect (PPO)	4. Select coverage level <input type="checkbox"/> Individual <input type="checkbox"/> Family
3. PCP (Primary Care Physician)		5. Effective Date

Part 3 – Spouse/Dependent Information (to be completed if enrolling in Family Coverage)

List below all family members, including your spouse or former spouse (if eligible), who will be covered under your health plan. Attach a separate sheet if additional space is required. Please provide all Social Security Numbers (required under Federal Law Section 111) and exact dates of birth for each dependent. Important: The City of Boston requires you to provide a copy of eligibility documents such as a marriage certificate, legal separation agreement, divorce decree, birth certificate, certificate of appointment as legal guardian, etc., for each covered spouse/dependent.

Add/Remove + / -	Last Name	First Name	Relationship	Date of Birth (mm/dd/yyyy)	Sex (M/F)	SSN (required)	PCP

Spouse Information – Only complete if covering a spouse

Is your spouse enrolled in Medicare? ☐ Yes ☐ No If yes, Medicare Claim Number: _____

Former Spouse Information – Only complete if covering a former spouse

Date of Divorce: _____

Former Spouse Home Address: _____

City: _____ State: _____ Zip: _____

Is your former spouse remarried? ☐ Yes ☐ No If yes, date of remarriage: _____

Are you remarried? ☐ Yes ☐ No If yes, date of remarriage: _____

Is your former spouse enrolled in Medicare? ☐ Yes ☐ No If yes, Medicare Claim Number: _____

Part 4 – Signature Required

Deduction Authorization: I authorize my employer, or direct my pension authority, to deduct from my payroll or pension check the amount required for the coverage I have selected.

Health Insurance: I understand that once I choose a health plan, I cannot change plans until the next annual enrollment, even if my doctor or hospital leaves the plan.

Survivors: I am a surviving spouse and certify that I have not remarried and understand that if I do remarry I am no longer eligible for City of Boston coverage.

Retirees must collect a pension from Boston retirement system to be eligible for City of Boston coverage.

Signature of Applicant

Date

Signature of Authorized Official

Date