

Group Plans Dependent Addition Checklist

This form is for personal use only and does not need to be submitted to GuideStone.

This is a simple checklist to aid you in completing enrollments for new dependents. You may add a dependent online using the secure Employer Access system or by faxing a paper form to 1-877-834-1025. Use form 8149 *Special Enrollment Form for Medical Coverage* if adding medical coverage due to a special enrollment event (form includes option to add new dependent to life and dental as well). Use form 8736 *Employee Maintenance Form* if you are adding dental or accident coverage. This form can also be used to report salary increases, change in marital status or a decrease in Optional Term Life. Please refer to this checklist prior to beginning the enrollment process to ensure that the required information has been obtained.

1. PLEASE MAKE SURE THAT THE REQUIRED PERSONAL DATA HAS BEEN PROVIDED FOR THE PERSONS ADDING COVERAGE.

If the dependent is a newborn and has not been issued a SSN, GuideStone will issue a generic SSN for the child until the official number can be provided. Please follow up with the employee to obtain the new dependent's SSN and provide it to GuideStone as soon as possible.

<input type="checkbox"/> Completed	Has the following information been provided: name, gender, date of birth, SSN and the dependent's relationship to the employee?
------------------------------------	---

2. HIPAA SPECIAL ENROLLMENT EVENTS FOR MEDICAL COVERAGE.

An employee may enroll him or herself and/or eligible dependents in medical coverage due to a HIPAA special enrollment event. A special enrollment event is categorized by either a dependent acquisition or a loss of coverage as shown below:

Dependent acquisitions: marriage, birth, adoption or placement for adoption.

Loss of other coverage: layoff; divorce; termination of employment; retirement; end of COBRA eligibility; death; employer stops contributions; employee or dependent loses eligibility for Medicaid or CHIP coverage; legal separation; dependent(s) reaches age limit; employee no longer resides, lives or works in the service area; or a reduction in the number of hours worked or an employee reclassification leading to the loss of eligibility for coverage.

GuideStone Group Plans employees also have the option of enrolling eligible dependents in life coverage if the employee was enrolled in Employee Life coverage prior to the HIPAA special enrollment event. Dental can be added at any time. (See part 3 of this form.)

Has the employee or dependent experienced a HIPAA special enrollment event within the last 60 days? Yes No

Date of HIPAA special enrollment event: ____/____/____

(Effective date for coverage will be the date of the HIPAA special enrollment event.)

If the employee or dependent has not experienced a HIPAA special enrollment event, please contact your Group Plans administrator at GuideStone to determine if the employee is eligible to add coverage.

Paper forms must be signed and dated by both the employer and the employee.

Medical coverage

<input type="checkbox"/> Completed	If the employer pays 100% of the cost for employee or dependent coverage, the eligible employee and/or dependent(s) must be enrolled in the coverage or sign a waiver to refuse the employer-paid coverage. If the employee contributes toward the cost of coverage for him or herself and/or dependent(s), the employee can choose whether he/she will enroll him or herself and/or eligible dependents in coverage.
------------------------------------	--

3. NON-MEDICAL PRODUCTS.

Dental coverage

Coverage can be added at any time.

<input type="checkbox"/> Completed	If the employer pays 100% of the cost for employee or dependent coverage, the eligible employee and/or dependent(s) must be enrolled in the coverage or sign a waiver to refuse the employer-paid coverage. If the employee contributes toward the cost of coverage for him or herself and/or dependent(s), the employee can choose whether he/she will enroll him or herself and/or eligible dependents in coverage.
------------------------------------	--

This checklist is a general guide for employer use in discussing common employee benefit changes with your employees. Please contact your GuideStone administrator with specific questions. The official plan documents and insurance contracts set forth the eligibility rules, limitations, exclusions and benefits. These alone govern and control the actual operation of the plan.

Continued on other side



Life coverage

Coverage can only be added due to the acquisition of a new dependent.

<input type="checkbox"/> Completed	<p>If the employer pays 100% of the cost for dependent coverage, the dependent(s) must be enrolled in the employer-paid coverage. Please note that the employee must already have been enrolled in life coverage prior to the HIPAA special enrollment event to add dependent coverage.</p> <p>If the employee contributes toward the cost of dependent coverage, the employee can choose to enroll eligible dependents in coverage.</p> <p>Check with the employee to confirm if beneficiary forms should be updated. (Employees can submit beneficiary forms electronically by registering on MyGuideStone.org/beneficiary.)</p>
------------------------------------	--