

Health Plan Enrollment/Change Form

For NYCT TWU Local 100 & MTA Bus TWU Local 100 Retirees

HR-BEN-841A



Section 1 - Information and Instructions

Complete this form to enroll in or change your health insurance coverage. This form is only for NYCT TWU Local 100 & MTA Bus TWU Local 100 retirees and/or their dependent(s).

It is important to complete **ALL** applicable sections of this form. You **MUST** submit a new request if there are any changes in the below information. Completed and signed forms must be submitted via fax to 212-852-8700 OR via email to BSC-Benefits@mtabsc.org for processing.

For questions, you must call the Business Service Center (BSC) at 646-376-0123, 8:30AM-5:00PM, Monday to Friday OR email BSCService@mtabsc.org.

Section 2 - Retiree Information

Print Name	Last	First	M.I.	BSC ID#
Phone (Cell)	Phone (Home)			E-Mail

Your health insurance cards will be mailed to the address listed on our records. If your address is incorrect, please log onto www.mymta.info to update your address or to obtain the *HR-HRIS-012 Employee Data Change Form*. An incorrect address will delay receipt of your health insurance cards.

Section 3 - Medical & Prescription Drug Coverage Election for Non-Medicare Eligible Retirees and/or Dependents ONLY

Non-Medicare Eligible Retiree and/or Dependent Election (Check only ONE):

- Aetna CPOS II Basic Option with CVS Caremark Prescription Drug Plan
- Aetna Select Option with CVS Caremark Prescription Drug Plan (National in-network only providers: Allows you to see Aetna participating providers within the US)

NOTE: Non-Medicare Eligible Dependent(s) will be automatically enrolled into the same plan elected by the Non-Medicare Eligible Retiree.

Section 4 - Medical & Prescription Drug Coverage Election for Medicare-Eligible Retirees and/or Dependents ONLY

Medicare-Eligible <u>Retiree</u> Election	Medicare-Eligible <u>Dependent</u> Election
Check only <u>ONE</u> :	Check only <u>ONE</u> :
<input type="checkbox"/> Aetna Medicare Advantage Option 1 with SilverScript Medicare Prescription Drug Plan (PDP) Option 1	<input type="checkbox"/> Aetna Medicare Advantage Option 1 with SilverScript Medicare Prescription Drug Plan (PDP) Option 1
<input type="checkbox"/> Aetna Medicare Advantage Option 2 with SilverScript Medicare Prescription Drug Plan (PDP) Option 2	<input type="checkbox"/> Aetna Medicare Advantage Option 2 with SilverScript Medicare Prescription Drug Plan (PDP) Option 2

If you reside in New York State, your election to enroll in either of the above-listed Aetna Medicare Advantage PPO ESA Option 1 or Option 2 plans will also automatically enroll you in the Aetna Dental DMO plan, with no additional action required from you.

NOTE: If you OR your eligible dependent(s) are currently Medicare-eligible, or become Medicare-eligible, you will have the choice to elect separate coverage options.

WAIVING COVERAGE

- I DO NOT wish to enroll in or would like to dis-enroll from (waive) MTA-sponsored MEDICAL Coverage
- I DO NOT wish to enroll in or would like to dis-enroll from (waive) MTA-sponsored VISION Coverage

IMPORTANT: Your election to wave your MTA-sponsored medical and/or vision coverage will remain in effect until you change your election during a future open enrollment period or if you experience a qualifying life event, such as marriage, birth, divorce, or loss of alternate medical coverage, during the year. Please contact the BSC at 646-376-0123 for additional assistance.

Section 5 - Dependent Information

ADD, REMOVE, OR CHANGE DEPENDENT(S):

Please complete all information for dependents you wish to add (enroll), remove (delete), or change. The required supporting documentation (see Section 7 of this form) is only required if you are adding a new dependent, removing a spouse due to divorce, or changing a current dependent's biographical information. Use a separate sheet if more space is needed to list additional dependents.

For Newborns: Supporting documentation is required within ninety (90) days of a newborn's birth to remain enrolled in MTA-sponsored benefits. Failure to provide all required documentation within this timeframe will result in the retro-termination (to date of birth) of the newborn from your health coverage.

For Divorce: Supporting documentation is required within thirty-one (31) days of the divorce date in order to remove an ex-spouse from health coverage.

If you are found to be covering an ineligible dependent, coverage will be terminated retroactive to the date of the ineligibility and New York City Transit (NYCT) will pursue financial restitution for claims and/or premiums paid for the ineligible dependent(s).

DOMESTIC PARTNER^:

Please contact the MTA Business Service Center for the Domestic Partnership Package if you wish to enroll a domestic partner. Your domestic partner will not be enrolled in health coverage unless a Domestic Partner Package is submitted and approved by the Benefits Department. If you are removing a Domestic Partner, please complete and submit this enrollment/change form along with the required NYCT Termination of Domestic Partnership Form.

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Indicate (A) Add, (R) Remove, or (C) Change			Relationship (Check only <u>ONE</u>)			Gender			Date of Birth				
A	R	C	Full Name	SSN	Spouse	Domestic Partner^	Child	F	M	X	MM	DD	YYYY

Section 6 - Signature and Authorization

I do hereby certify that to the best of my knowledge, the above information is true and correct. My signature and date on this form certifies and warrants all dependent eligibility information is true, correct, and current.

I also certify that all dependent children I have enrolled, including those aged 19 to 26, are eligible for MTA-sponsored coverage.

Retiree Signature:	Date:
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Section 7 - Required Supporting Documentation

1. For a Spouse:
 A copy of your official governmental (non-religious) Marriage Certificate (religious documents will **not** be accepted), spouse's Birth Certificate, and spouse's Social Security Card are **required**. In place of the required Birth Certificate, any one (1) of the following official government documents can be alternatively submitted:

- Letter from Social Security Administration containing your spouse's date of birth
- Valid US Passport or Resident Alien Card
- Valid Driver's License (New York)
- Public Assistance ID Card
- Government Employment ID

AND

If your date of marriage is **more than one (1) year old**, proof of joint ownership is also **required**. If your marriage date is less than 1 year old, such proof is not required.

If removing a spouse due to divorce, submit the first and last page of the divorce decree filed by the County Clerk's Office.

Both the enrollee's and spouse's name must be listed on the documentation of joint ownership. Where indicated, proof* of joint ownership must be dated within the past 90 days. Examples of proof of joint ownership include a copy of:

- Most recent tax return showing "Married Filing Jointly" or "Married Filing Separately". Your spouse's name **must** appear on the tax form on the line after the "Married Filing Separately" status (or vice versa). Submit page 1 of tax return.
- Homeowners/Renters Insurance Policy
- Credit Card Statement*
- Loan Obligation or Bank Account Statement*
- Pension or Life insurance or Will, designating your spouse as a beneficiary
- Mortgage Statement or Rental/Lease Agreement or Property Tax Document*
- Utility or Phone or Internet/Cable Bill*

2. For Children:
 For a Natural-Born Child, a copy of:

- Birth Certificate showing retiree's name**
- Social Security Card

For a Stepchild or Legally Adopted Child, a copy of:

- Birth Certificate**
- Social Security Card
- Legal documentation concerning adoption/guardianship

****Due to Puerto Rico's Birth Certificate Law, Puerto Rican Birth Certificates issued prior to July 1, 2010 are invalid, and will not be accepted.**