



# 2026 Benefits Enrollment and Change Form

## Faculty & Staff

Effective the 1<sup>st</sup> of : \_\_\_\_\_ 2026 Terminating the last day of \_\_\_\_\_ 2026

### Employee Information:

Name (Please Print)	Social Security Number	Banner ID Number
Date of Birth	Hire Date	<input type="checkbox"/> 9-month <input type="checkbox"/> 12-month Pay Schedule

### Contact Information:

Street	City	ST	Zip
Home Phone	Work Phone		

### Plan Elections:

<b>Medical</b> <input type="checkbox"/> Plan A <input type="checkbox"/> Plan B <input type="checkbox"/> HSA * <input type="checkbox"/> Decline  <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Family <input type="checkbox"/> Employee & Child(ren)	<b>Dental</b> <input type="checkbox"/> Plan A <input type="checkbox"/> Plan B <input type="checkbox"/> Decline  <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Employee & Child(ren) <input type="checkbox"/> Family
<b>Vision</b> <input type="checkbox"/> Accept <input type="checkbox"/> Decline  <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Employee & Child(ren) <input type="checkbox"/> Family	<b>Basic Life/AD&amp;D/LTD</b> <input checked="" type="checkbox"/> 1x annual salary <input checked="" type="checkbox"/> Accidental Death & Dismemberment <input checked="" type="checkbox"/> Long-Term Disability
<b>Additional Life</b> <input type="checkbox"/> Decline <input type="checkbox"/> 1x annual salary <input type="checkbox"/> 2x annual salary <input type="checkbox"/> 3x annual salary (requires evidence of insurability)	<b>Dependent Life</b> <input type="checkbox"/> Decline <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$15,000 (requires evidence of insurability)
<b>Short Term Disability</b> <input type="checkbox"/> Accept <input type="checkbox"/> Decline  <input type="checkbox"/> 14-day waiting period <input type="checkbox"/> 29-day waiting period	<b>Accident Insurance</b> <input type="checkbox"/> Accept <input type="checkbox"/> Decline  <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Employee & Child(ren) <input type="checkbox"/> Family

\* Health Savings Account: *Employer provided* - ☐ \$1,000 per employee; ☐ \$2,000 per family per year.

### Dependent Information:

Name	SSN	Spouse (S)/ Child (C)	Gender	DOB	Plan(s)	Add/Drop
_____	_____	<input type="checkbox"/> S <input type="checkbox"/> C	<input type="checkbox"/> M <input type="checkbox"/> F	_____	<input type="checkbox"/> Med <input type="checkbox"/> Den <input type="checkbox"/> Vsn <input type="checkbox"/> Acc	<input type="checkbox"/> Add <input type="checkbox"/> Drop
_____	_____	<input type="checkbox"/> S <input type="checkbox"/> C	<input type="checkbox"/> M <input type="checkbox"/> F	_____	<input type="checkbox"/> Med <input type="checkbox"/> Den <input type="checkbox"/> Vsn <input type="checkbox"/> Acc	<input type="checkbox"/> Add <input type="checkbox"/> Drop
_____	_____	<input type="checkbox"/> S <input type="checkbox"/> C	<input type="checkbox"/> M <input type="checkbox"/> F	_____	<input type="checkbox"/> Med <input type="checkbox"/> Den <input type="checkbox"/> Vsn <input type="checkbox"/> Acc	<input type="checkbox"/> Add <input type="checkbox"/> Drop
_____	_____	<input type="checkbox"/> S <input type="checkbox"/> C	<input type="checkbox"/> M <input type="checkbox"/> F	_____	<input type="checkbox"/> Med <input type="checkbox"/> Den <input type="checkbox"/> Vsn <input type="checkbox"/> Acc	<input type="checkbox"/> Add <input type="checkbox"/> Drop
_____	_____	<input type="checkbox"/> S <input type="checkbox"/> C	<input type="checkbox"/> M <input type="checkbox"/> F	_____	<input type="checkbox"/> Med <input type="checkbox"/> Den <input type="checkbox"/> Vsn <input type="checkbox"/> Acc	<input type="checkbox"/> Add <input type="checkbox"/> Drop

If any of your dependents live in a different zip code, please contact the Human Resources Office for network availability.

**Reason:**

- |   |  |
|---|--|
| <input type="checkbox"/> New Employee                       | <input type="checkbox"/> Drop Dependent                    |
| <input type="checkbox"/> Retirement                         | <input type="checkbox"/> Divorce/Legal Separation          |
| <input type="checkbox"/> Change                             | <input type="checkbox"/> Death                             |
| <input type="checkbox"/> Address                            | <input type="checkbox"/> Enrollment in Other Insurance     |
| <input type="checkbox"/> Name                               | <input type="checkbox"/> Dependent Loss of Eligibility     |
| <input type="checkbox"/> Add Dependent                      | <input type="checkbox"/> Termination                       |
| <input type="checkbox"/> Newborn                            | <input type="checkbox"/> Change Life Insurance Beneficiary |
| <input type="checkbox"/> Special Enrollee (Child or Spouse) | <input type="checkbox"/> Medicare Eligible                 |
| <input type="checkbox"/> Spouse Loss of Coverage            | <input type="checkbox"/> Other _____                       |

**Life and AD&D Insurance Primary Beneficiary:**

Name	Relationship	Address	Percentage	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Life and AD&D Insurance Contingent Beneficiary:**

Name	Relationship	Address	Percentage	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Other Coverage:**

Are you or any of your covered dependents currently covered by other insurance plans, including Medicare or Medicaid? If yes, please provide the plan information below or attach an additional sheet with the plan information.

Name of Insured	Insured's SSN	Name of Carrier	Address of Carrier
_____	_____	_____	_____
_____	_____	_____	_____

**For New Employees Only:**

Truman State University will automatically set up your payroll deductions so that your premiums (medical, dental and vision) will be deducted from your monthly check pre-tax. Please check this box if you wish to have these premiums deducted post-tax: ☐

**For Existing Employees:**

Truman State University has set up your payroll deductions so that your premiums (medical, dental and vision) will be deducted from your monthly check pre-tax, unless you have opted out of that benefit. If you wish to have your premiums taken out post-tax, you are able to make that change during the annual Missouri Cafeteria Plan Open Enrollment Period October 1 to December 1. (This is a separate process than Truman's Open Enrollment Period). After making the change with MoCafe, you must also notify Human Resources of the change. For more information, visit [mocafe.com](http://mocafe.com).

I certify that, to the best of my knowledge, that the information provided on this form is correct and complete. I authorize Truman State University to deduct contributions for the requested coverage from my payroll. I understand that it is my responsibility to notify Truman State University within thirty-one (31) days of a change in family status and that premiums paid for ineligible dependents do not constitute coverage. I understand that benefits are subject to limitations as presented in the plan document for each line of coverage and that should I wish to add dependents at a later date, some restrictions may apply.

_____	_____
Signature	Date