



VOLUNTARY BENEFIT ENROLLMENT/CHANGE FORM

LOUISIANA STATE UNIVERSITY

Check the box for the benefit(s) you would like to enroll in or make changes to. All Employee and applicable Dependent sections must be completely filled out in the event you are making changes. Descriptions of each Plan can be found on your HR's website or in the Benefits Book. Contact your local HR/Benefit Staff for additional information.

FOR OFFICE USE ONLY (All fields are REQUIRED)

Effective Date of Change: _____
HR/Payroll Rep: _____
Pay Type: _____
Campus: _____
Date Event Occurred: _____

TYPE OF CHANGE (REQUIRED)		
☐ Birth/Adoption	☐ New Hire	☐ Death
☐ Marriage	☐ Emp Status	☐ Divorce
☐ Retirement	☐ Termination	☐ Add/Delete Dependent
☐ Cancellation	☐ Demographic	☐ Change Other

Last Name		First Name		MI	Social Security #	
Mailing Address				City	State	Zip Code
Gender	Home Phone		Work Phone		Email Address	
Birth date		Hire date		Marital date		Retirement date

☐ Add ☐ Delete		Last Name	First Name	MI	SSN	Gender	DOB
☐ Add ☐ Delete	SPOUSE						
☐ Add ☐ Delete	DEPENDENT						
☐ Add ☐ Delete	DEPENDENT						
☐ Add ☐ Delete	DEPENDENT						
☐ Add ☐ Delete	DEPENDENT						
☐ Add ☐ Delete	DEPENDENT						

DENTAL	Level of Coverage	Employee Only	Employee + Spouse	Employee + Child(ren)	Family
	Basic Plan	☐ \$22.76	☐ \$42.76	☐ \$59.06	☐ \$79.06
	Enhanced Plan	☐ \$41.82	☐ \$81.82	☐ \$99.48	☐ \$139.42
	☐ I am enrolling in dental coverage ☐ I am cancelling dental coverage ☐ I do not wish to enroll				

VISION	Level of Coverage	Employee Only	Employee + Spouse	Employee + Child(ren)	Family
	Premium	☐ \$8.60	☐ \$14.44	☐ \$14.74	☐ \$23.80
	☐ I am enrolling in vision coverage ☐ I am cancelling vision coverage ☐ I do not wish to enroll				

IDENTITY THEFT	Level of Coverage	Employee Only	Family
	Protection	☐ \$5.54	☐ \$10.94
	Protection Plus	☐ \$7.94	☐ \$13.94
	☐ I am enrolling in identity theft protection ☐ I am cancelling identity theft protection ☐ I do not wish to enroll		

Reset Form

I authorize my employer to deduct from my wages the premiums, if any, for the elected coverage. To the best of my knowledge and belief, the information I have provided on this form is correct. I understand that any persons who knowingly present a false or fraudulent claim for payment of loss or benefit or knowingly present false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Employee Signature: _____ Date: _____