City of Boston

BPS Managerial Dental Enrollment Form

Employee ID: _____

Return completed form to
Health Benefits & Insurance Division
Boston City Hall, Room 807
Boston, MA 02201
email: hbi@boston.gov

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:	7. Home Phone / 8. Work Phone
	☐ Active Employee ☐ Retiree ☐ Surviving Spouse ☐ COBRA	

Part 2 Dental Coverage

1. Check one:	2. Select one of the health plans below	4. Select coverage level
☐ New Enrollment ☐ Change Enrollment (Add/Remove Dep) ☐ Decline/Waive Coverage ☐ Terminate/Cancel Existing Coverage ☐ Annual Enrollment	☐ BPS Managerial Dental	☐ Individual ☐ Family
		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 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)	

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:** _____

☐ ☐ _____

Part 4 Signature Required

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.

Signature of Applicant _____ Date _____

Signature of Authorized Official _____ Date _____