



Please fax to (877) 573-6177
 Total Pages Faxed _____

GROUP INSURANCE CHANGE REQUEST

Employer: _____

Policy Number (List all affected policy numbers): _____

Group ID: _____ Insured's Name: _____ Social Security Number: _____

NAME/ADDRESS CHANGE (First, MI, Last):
From:
To:

BENEFICIARY CHANGE	
Primary Beneficiary:	Relationship:
Contingent Beneficiary:	Relationship:
NOTE: Contingent Beneficiary will receive benefits only if Primary Beneficiary does not survive you. If more than one Primary or Contingent Beneficiary is wanted, please attach a separate sheet of paper.	

DEPENDENTS TO BE ADDED OR REMOVED						
Check One		Name (First, MI, Last)	Date of Birth (Mo/Day/Yr)	Relationship (Spouse or Child)	Date of Marriage (Mo/Day/Yr)	Late Entrant (Yes or No)
Add	Remove					

If adding dependent outside eligibility period, please explain reason:
 For foster or adopted child, show date of placement and any adoption decree.
NOTE: If dependents are late entrants for Life coverage, each dependent will need to complete an Evidence of Insurability form and submit it to The Lincoln National Life Insurance Company for review. If dependents are late entrants for Dental coverage, and were previously covered under another plan, please complete the back of this form.

CHANGES IN COVERAGE (For Changes to Voluntary Accident Coverage see page 2.)		
Effective Date of Change: _____	Current Salary: \$ _____	
<input type="checkbox"/> 1. Increase Employee Coverage to \$ _____	<input type="checkbox"/> 2. Add/Increase Spouse Coverage to \$ _____	<input type="checkbox"/> 3. Add Dependent Life Coverage \$ _____
Enrollment form must be attached for items 1 - 3. Evidence of Insurability may be required.		

Effective Date of Change: _____	
<input type="checkbox"/> 1. Reduce Employee Coverage to \$ _____	<input type="checkbox"/> 2. Reduce Spouse Coverage to \$ _____

Date:	Insured's Signature:	Witness' Signature:
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REQUEST FOR REPLACEMENT CERTIFICATION

_____ I am requesting a duplicate group insurance certificate.

REQUEST FOR REPLACEMENT IDENTIFICATION CARDS

_____ I am requesting duplicate group insurance identification cards.

REQUEST FOR REPLACEMENT GROUP DENTAL INSURANCE**Information Regarding Employee**

1. Name of Employee Requesting Coverage:

2. Employer's Name and Address:

3. Employer's Policy Number:

Information Regarding Previous Plan

1. Termination Date of Previous Plan:

2. Reason for Termination of Previous Plan:

PLEASE COMPLETE THE FOLLOWING

Name of Employee or Dependent	Covered Under Previous Plan	Requesting Covering	Date of Birth	Social Security Number

I request Group Dental Insurance to be effective _____ which is the day after Dental coverage is provided through my previous group plan ends.

I previously refused or did not enroll for Dental coverage through my employer's group plan only because (I/my) dependents (was/were) covered for benefits through a previous group plan. We have now become ineligible for coverage under this plan. With respect to any part of the requested coverage which is non-contributory (paid entirely by my employer), I waive any rights I may have to coverage earlier than the above stated date.

Date: _____ Employee Signature: _____

CHANGES IN VOLUNTARY ACCIDENT COVERAGE

Effective Date of Change: _____

1. Change Plan Type to:	<input type="checkbox"/> Select	<input type="checkbox"/> Choice	<input type="checkbox"/> Preferred	<input type="checkbox"/> Elite
2. Change Accident Coverage to:	<input type="checkbox"/> Employee Only	<input type="checkbox"/> Employee + Spouse	<input type="checkbox"/> Employee + Child	<input type="checkbox"/> Family
3. Change Optional Coverage to:	Accident Disability <input type="checkbox"/> Employee Only	Accident/Sickness Disability <input type="checkbox"/> Employee Only	Sickness Hospital Confinement <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child <input type="checkbox"/> Family	Health Assessment Benefit <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child <input type="checkbox"/> Family

Enrollment form must be attached for all changes.

Date: _____ Employee Signature: _____