

GEMSTAR CHANGE REQUEST FORM AND THE EMPLOYEE CHANGE FORM

Use these forms to notify us of a status change in coverage. A status change can be any change in a participating employee's status such as termination of an employee, change of address, marriage, divorce, death or newly acquired dependent. You may make the following changes to an employee's certificate:

- Dependent Termination or Dependent Addition
- Address Change
- Name Change
- Termination of Coverage

Complete the Change Request Form and the Employee Change Form. The Change Request Form must be signed by the employee and the Employee change Form must be signed by the employer and sent no later than 31 days following the date of the change

Submit completed forms to:

**Security Life Insurance Company of America
P.O. Box 1064
Schenectady, NY 12301**

If you have any questions concerning this form or making changes to your coverage call:

(877) 862-8949 (toll free)

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|--|-----------|------------|-----------|----------------------------|--|--------------------|
| GemStar Group Plan | | | | Change Request Form | | |
| <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Dental and Vision | | | | | | |
| Underwritten by: Security Life Insurance Company of America - Minnetonka, MN PO Box 1064 - Schenectady - NY - 12301 - (877) 862-8949 (toll free) | | | | | | |
| EMPLOYER INFORMATION | | | | | | |
| Employer Name : | | | Policy #: | Date of Hire: | | |
| EMPLOYEE INFORMATION | | | | | | |
| Reason for Change: <input type="checkbox"/> Dependent Addition <input type="checkbox"/> Dependent Termination <input type="checkbox"/> Name/Address Change <input type="checkbox"/> Termination - Reason: | | | | | | |
| Date of Birth, Adoption, Marriage, or Other Event: _____ | | | | | | |
| Last Name | | First Name | | M. I. | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | Birth date |
| Home Street Address | | | | | Home Phone () | |
| City | | State | | Zip | Work Phone () | |
| FAMILY INFORMATION List only those eligible family members who are enrolling. | | | | | | |
| Relationship | Last Name | First Name | M. I. | Birth date | Sex | Full-Time Student? |
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| I authorize Security Life Insurance Company of America, or its designee, to make the changes requested above. Furthermore, I authorize my employer to deduct from my paycheck any additional contribution that may be required as a result of this change throughout the term of the Policy between my employer and Security Life Insurance Company. | | | | | | |
| Signature: _____ | | | | | Date: _____ | |
| Form #S10674 Rev 4/07 | | | | | | |

SECURITY LIFE INSURANCE COMPANY OF AMERICA EMPLOYEE CHANGE FORM

EMPLOYER NAME: _____

GROUP # _____

DIVISION # _____

| ACTION CODE (Insert Code From Below) | INSURED ID NUMBER | INSURED LAST NAME | INSURED FIRST NAME | ADDRESS OF INSURED | LAST DAY WORKED (If Applicable) | EFFECTIVE DATE OF CHANGE |
|---|-------------------|-------------------|--------------------|--------------------|------------------------------------|--------------------------|
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Action Codes (reason for change, deletion, addition):

- A Additions (new enrollees). **Note: Plan Enrollment Cards must be attached.**
- T Termination due to decrease in hours worked. **Note: The maximum credit allowed will be three months.**
- TV Voluntary Termination. **Note: The maximum credit allowed will be three months.**
- C Correction
- AD Address Change **(Please include new address in Address of Insured box)**
- S Status Change (Marital Status, Dependent Addition, Dependent Termination, etc.) **Note: Plan Enrollment Card must be attached where applicable.**
- CC Coverage Continuation (COBRA,FMLA, etc.)

Administrator Signature: _____ Phone Number: _____ Date Completed: _____

Please return this form along with any Enrollment Cards to:
SECURITY LIFE INSURANCE COMPANY OF AMERICA
PO BOX 1064
SCHENECTADY, NY 12301

Questions? Please Contact: 1-877-862-8949