

Benefits Change Form

Part 1: Employee Identification										
Employee Last Name			First Name		Initial	District #	Employee ID number	Provincial Health Plan Number (Care Card)		
Part 2: Change in Family Status										
Change of coverage requested due to the following event: Marriage Cohabitation Divorce Separation Death Birth Adoption Other (specify):								Date of Event (yyyy/mm/dd)		
Revised Extended Health Coverage Single Couple Family Waived (attach Waiver of Coverage form)					Revised Dental Coverage Single Couple Family Waived (attach Waiver of Coverage form)					
Add	Delete	No.	Dependent	First Name	Initial	Last Name (if different from Employee)	Birthdate (yyyy/mm/dd)	Relationship	Gender M Male F Female X Another Gender U Prefer Not to Disclose	Provide name of school and student number if child is over 21 and studying full-time. If child is disabled, indicate disabled in his/her condition and attach the approved CRA/PWD (Persons with Disability) document. If adding an adopted child, provide date of adoption. If adding a legal ward, provide court document.
Part 3: Change to Spousal or Other Coverage										
Change of Dental Extended Health coverage requested due to:								Date of Change (yyyy/mm/dd)		