



Expert Solutions. Exceptional Service.

Enrollment / Change / Delete Form

Please Note: Incomplete information may delay processing of this form (please print-black ink only).

GROUP ADMINISTRATOR: Please return completed forms to:
VBA at Elig@VBAPLANS.com (Confirmation will be sent by VBA when this form has been processed).

This section to be completed by the Group Administrator:

Date: _____ Group#/Name: **#2048 / Municipality of Monroeville** Subgroup (if applicable): _____

Administrator: _____ Phone #: _____ Ext: _____

Effective Date of Change: _____ Enrollment Status: _____ Active _____ Cobra _____

Employee Information Transaction Type: _____ Add _____ Change _____ Delete _____

Social Security Number: _____ Date of Birth: _____ Gender: _____

Employee Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

First Name, Middle Initial, Last Name _____ Action Codes: (A)dd (C)hange (D)elete

SPOUSE:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____
CHILD 1:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____
CHILD 2:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____
CHILD 3:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____
CHILD 4:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____
CHILD 5:	_____	SSN#	_____	DOB:	_____	GENDER	_____	ACTION:	_____

Special Dependent Information – To be used to designate Full-Time Student or Handicapped Dependent

Child Name _____ Handicapped _____

Child Name _____ School _____

Child Name _____ School _____

I agree to all terms and conditions of the VBA Vision Plan and corresponding payroll deductions (if applicable).

Employee Signature: _____ **Date:** _____