



Health/Flexible Spending Enrolment Form

Providing Your Innovative Benefits Solutions

HRS Office Use Only	
Member ID	
Annual Funding Amt	
Quarterly/Monthly Amt	
Current Year Funding	

ADMINISTRATOR

Company Name:		Group Number:	
<input type="radio"/> New Application <input type="radio"/> Re-instatement	Date of Employment: (mm/dd/yyyy)	Benefits Effective Date: (mm/dd/yyyy)	
Account Type: <input type="checkbox"/> Health Spending <input type="checkbox"/> Flexible Spending		Annual Funding Amount: \$	<input type="radio"/> Pro-Rated Monthly <input type="radio"/> Pro-Rated Quarterly
Plan Administrator Name:	Signature:	Date Signed: (mm/dd/yyyy)	

EMPLOYEE INFORMATION

Last Name:	First Name:	Gender: <input type="radio"/> Male <input type="radio"/> Female	Date of Birth: (mm/dd/yyyy)
Street Address:			Unit #:
City:	Province:	Postal Code:	
Telephone:	Business Email:		
Marital Status:	Personal Email:		
Have you registered for Provincial Healthcare in your place of residence? <input type="radio"/> Yes <small>(You cannot apply for Benefits without Provincial Healthcare)</small> <input type="radio"/> No	Provincial Healthcare Number:		

COORDINATION OF BENEFITS DECLINING COVERAGE

Do you or any of your dependents have coverage under another insurer? <input type="radio"/> Yes <input type="radio"/> No If yes, please complete the following: Name of Insurer: _____ Policy Number: _____ Is the coordination of Benefits: <input type="radio"/> Health Single <input type="radio"/> Dental Single <input type="radio"/> Vision Single <input type="radio"/> Health Family <input type="radio"/> Dental Family <input type="radio"/> Vision Family	To decline coverage, you must provide the following: Name of Insured Policyholder: _____ Name of Insurer: _____ Policy Number: _____ Insured Certificate ID Number: _____
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DEPENDENT INFORMATION

Relationship	Last Name	First Name	Date of Birth: (mm/dd/yyyy)	Gender	* Student Age 21-26	**Disabled
Spouse				<input type="radio"/> Male <input type="radio"/> Female	N/A	N/A
Child				<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Child				<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Child				<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

* **Student:** A dependent child age 21 through 26, attending an Institute of Higher Learning on a full time basis, must provide proof of paid full-time student status for claims to be processed. Complete and return the Over-Age Dependent Eligibility Declaration Form to Health Risk Services.

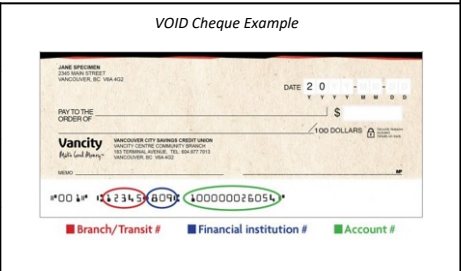
****Disabled Dependent:** A certificate confirming the dependent's disability must be provided to Health Risk Services.

DIRECT DEPOSIT FOR CLAIMS

For all Direct Deposit requests regarding claim reimbursements, you must submit one of the following:

- Physical cheque marked "VOID"
- Legible electronic copy of a cheque marked "VOID"
- Direct Deposit form (electronic versions from your online banking site are accepted)

Name of Financial Institution:
Financial Institution Code: (3 digits)
Branch Number: (5 digits)
Account Number: (up to 12 digits)



To accompany the required proof, please also fill out the section above.

PRIVACY

YOUR PRIVACY – Respecting and Protecting your Personal Information

At Health Risk Services we recognize and respect the importance of privacy. When you apply for coverage, we will establish a **confidential file** that contains your personal information. The information that we collect will be used for the purposes of determining your eligibility for coverage for the plan you are applying for and for the administration of this plan. This would include investigating and assessing claims, and creating and maintaining records concerning our relationship. Your file will be kept in the office of Health Risk Services. You may exercise certain rights of access and rectification with respect to the personal information in your file by sending a request in writing to Health Risk Services. We limit access to personal information in your file to Health Risk employees, to persons you have granted access, and to persons authorized by law. Your personal information may be subject to disclosure to those authorized under applicable law within or outside Canada. To review the entire Health Risk Services Privacy Guidelines, visit the Health Risk website: www.healthrisk.ca – **Privacy Guidelines**

AUTHORIZATION AND DECLARATIONS

- I hereby apply for coverage under the group benefits plan sponsored by my employer and administered by Health Risk Services.
- I have read, understand and agree with the contents of the section on this form entitled - 'Your Privacy – Respecting and Protecting your Personal Information'.
- If applying for coverage for my spouse and/or dependents, I confirm that I am authorized to act on their behalf.
- I agree that a photocopy or electronic copy of the Authorization and Declarations section is as valid as the original.
- I give permission to Health Risk Services Inc. to continue educating me regarding my benefits program and/or any additional products and services available to myself and my family through Health Risk Services Inc. I am aware that this information may be forwarded through my employer, to my personal residence or by personal/business emails that have been provided.

BY INITIALLING HERE, I HEREBY AUTHORIZE:



***Required**

My plan sponsor to deduct from my pay and remit to Health Risk Services contributions required, **if applicable**.

Health Risk Services, any healthcare provider, my plan administrator, other insurance or re-insurance under the plan, if applicable; companies, administrators of government benefits or other benefit programs, other organizations, or service providers working with Health Risk Services to exchange personal information, when necessary to determine my eligibility for coverage and to continue to administer the plan.

SIGNATURE

I certify that all information I have given is true, correct and complete to the best of my knowledge.

Plan Member Signature:	Date Signed: (mm/dd/yyyy)
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