

# Insurance Benefit Enrollment Form

Return to: National Insurance Services, Attn: Billing Department  
 250 S. Executive Drive, Suite 300 Brookfield, WI 53005-4273  
 Phone 1.800.627.3660 Fax 262.785.9269



## Enter your information:

Employer Name: <b>Albert Lea ISD 241</b>		NIS Group Number: <b>001039</b>	
Full Name (Last name, First name, Middle Initial):		Date of Hire:	
Home Address:	City:	State:	Zip:
Social Security Number:	<input type="checkbox"/> Single <input type="checkbox"/> Married	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Date of Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation/Title:		Hours worked per week:	Annual Salary:

\*If you are not a U.S. Citizen, please provide a copy of your Visa.

## Insurance benefits:

<b>Employer-Provided Insurance Benefits:</b>
<input checked="" type="checkbox"/> Long-Term Disability

## Sign here (required whether electing or declining any coverage):

I have been given the opportunity to apply for group insurance and agree to accept or decline coverage(s) as noted above. If I am declining coverage(s), I understand that if my dependents or I decide to apply for coverage at a later date, Evidence of Insurability (medical questions) may be required at my own expense and the insurance company must approve coverage. If I have elected any coverage(s) above, I authorize my employer to make any required deductions, if any, from my salary to pay my portion of the insurance premium when my insurance becomes effective.

**Warning:** Any person who knowingly presents false information on an application for insurance may be guilty of a crime and subject to fines, confinement in prison, and/or denial of insurance benefits.

Signature:	Date:
------------	-------

**Instructions for the employee:** Complete and return this form to your Benefits Administrator.

**Instructions for the Benefits Administrator:** Retain a copy of this form for your records and provide employee with a copy. Mail original to National Insurance Services at the address above.