



VACE Insurance Program

Please mail to:
VACE Insurance Program
PO Box 810
Montpelier, VT 05601-0810
Telephone: 802-229-2231
Fax: 802-223-4257
E-mail: vacehealth@vtchamber.com

ENROLLMENT / CHANGE FORM

Delta Dental Plan of VT 603-223-1230 Eligibility
135 College Street 603-223-1252 Eligibility Fax
Burlington, VT 05401-8384 www.nedelta.com
802-658-7839
Fax 802-865-4430

1. SUBSCRIBER INFORMATION						
LAST NAME (SUBSCRIBER)		FIRST NAME		SOCIAL SECURITY / I.D. #		SEX <input type="checkbox"/> M <input type="checkbox"/> F
MAILING ADDRESS			CITY	STATE	ZIP	DATE OF BIRTH (MM-DD-YYYY) _ _
MARITAL STATUS			E-MAIL			TELEPHONE NO. ()
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED/CIVIL UNION PARTNER <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> OTHER _____						

2. GROUP INFORMATION - To be completed by Employer/Employee			
GROUP NAME		STREET ADDRESS, CITY, STATE, ZIP	
GROUP NUMBER 7151	SUBLOCATION NUMBER 1001	DIVISION	DENTAL EFFECTIVE DATE _ _
MISC. INFO (i.e. STORE LOC)	EMPLOYEE DATE OF HIRE _ _	EMPLOYEE DATE OF REHIRE _ _	

3. REASON FOR ENROLLMENT/CHANGE:	
EXACT DATE OF STATUS CHANGE _____ (MM-DD-YYYY)	MISCELLANEOUS CHANGE: <input type="checkbox"/> Name change - Previous name: _____ <input type="checkbox"/> Transfer from sublocation: _____ <input type="checkbox"/> Address change <input type="checkbox"/> Other: _____
ADD: <input type="checkbox"/> New enrollment <input type="checkbox"/> Annual open enrollment <input type="checkbox"/> COBRA Due to: <input type="checkbox"/> Marriage/Civil union <input type="checkbox"/> Birth <input type="checkbox"/> Other: <input type="checkbox"/> Adoption* <input type="checkbox"/> Employment change for spouse/civil union partner <input type="checkbox"/> Part-time to full-time employment status	DELETE: <input type="checkbox"/> Annual open enrollment <input type="checkbox"/> Employment change for spouse/civil union partner <input type="checkbox"/> Full-time to part-time employment status <input type="checkbox"/> Divorce/Termination of a civil union <input type="checkbox"/> Deceased <input type="checkbox"/> No longer dependent for IRS purposes <input type="checkbox"/> Retirement <input type="checkbox"/> Other _____
COVERAGE LEVEL REQUESTED <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse/Civil union partner <input type="checkbox"/> Employee & Child <input type="checkbox"/> Employee & Children <input type="checkbox"/> Family	

4. DEPENDENT INFORMATION - List all dependents to be newly enrolled, or those dependents who are affected by an addition or deletion listed above in section #3. If you are enrolling some but not all of your eligible dependents, your other dependents must have coverage elsewhere.							
LAST NAME	FIRST NAME	DATE OF BIRTH mm/dd/yyyy	SEX M/F	RELATION TO SUBSCRIBER	*	ADD/ DELETE	E-MAIL FOR SPOUSE AND/OR DEPENDENTS OVER THE AGE OF 14**

*Check if dependent is incapacitated. Legal documentation may be required.

5. OTHER GROUP COVERAGE (COORDINATION OF BENEFITS)		
Will you, your spouse, or any dependent be covered under any other group dental plan while this policy is in effect? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this dental coverage replace another Northeast Delta Dental Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to either question, complete the following:		
DENTAL INSURANCE COMPANY	POLICY HOLDER ID # / SOCIAL SECURITY #	EFFECTIVE DATE _ _
DENTAL INSURANCE COMPANY	POLICY HOLDER ID # / SOCIAL SECURITY #	EFFECTIVE DATE _ _

I certify that all information is true and correct to the best of my knowledge. I understand that by not choosing a network dentist for myself or any family member, I may be responsible for higher out-of-pocket expenses. I also understand that the effective date and termination date of my membership will be determined by my employer or plan sponsor in accordance with the underwriting guidelines of Northeast Delta Dental. If my employer or plan sponsor requires employee contributions for this coverage, I authorize the deductions of these amounts from my wages. I further authorize my employer or plan sponsor to deduct any dental premium which is owed by me as of the date my application is approved. I understand that my dependents and I must remain enrolled and can discontinue our coverage only during open enrollment, except in the event of a qualified family status change.

SIGNATURE _____ DATE _____