

Every day, the ACCE Benefits team works diligently to provide smooth benefits administration for our clients. Avoid any processing delays by taking an extra few minutes to review your completed forms before submitting them. Make sure that each section is completed fully and accurately.

Here is a helpful list of items not to miss.

### **Enrollment Forms**

- Top of form through Section 2 - Everything completed fully and accurately.
- Section 3 - Checked boxes may be only for the benefits offered by your organization.
- Section 4 - All columns must be completed if any dependents are included in coverage.
- Section 5 - All columns must be completed if any beneficiary designations are made.
- Section 6 - Must be signed by both parties (employee and employer).

NOTE: Dependent changes constitute a change in coverage and must be submitted on a new Enrollment form. Dependent changes cannot be done in the Change forms.

### **Change Forms**

- Top of form through Section 1 - Everything completed fully and accurately.
- Section 2 - Must complete name, SSN and anything pertinent to the specific change(s) occurring.
- Section 3 - Check only the coverages affected by the change.
- Section 4 - Must be signed by you as Plan Administrator
- Section 5 - All columns must be completed if any beneficiary changes are made.
- Section 6 - Must be signed by the employee if Section 5 was completed.

