gms

GMS GROUP PLAN
Enrolment/Change Form

Please be sure to complete all sections of this form, then return it to your Plan Administrator.

A. General Information *(to be completed by Plan Administrator)*

Employer/Group Legal Name	Operating Name *(complete if different from legal name)*

_ New Employee/Member | Re-hire | Termination | Changing Information

If changing information, reason for change:

Occupation	Class	Regular Hrs/Wk	Annual Earnings

Permanent Full-Time Hire Date *(DD/MM/YYYY)*	Coverage/Change/Termination Effective Date *(DD/MM/YYYY)*

Re-hire *(If re-hire is within six months, coverage will be effective as of the re-hire date; otherwise the waiting period must be served.)*

Date Previous Employment Ended *(DD/MM/YYYY)*	Re-hire Date *(DD/MM/YYYY)*

Signature of Plan Administrator	Date *(DD/MM/YYYY)*
X	

B. Employee/Member Information - Initial Application or Changing Information *(to be completed by the employee/member)*

First Name (legal)	Last Name	Sex	Date of Birth *(DD/MM/YYYY)*
		❑ M ❑ F	

Preferred First Name (optional)	Address	City	Province	Postal Code

Phone ( )	Email	Provincial Health Care Coverage in Place?
		❑ Yes ❑ No

C. Family Information - Initial Application or Changing Information *(to be completed by the employee/member)*

	First Name	Last *(if different from yours)*	Sex	Date of Birth *(DD/MM/YYYY)*	Provincial Health Care Coverage in Place?	Dependant age 21 or over?[2]
Spouse[1]			❑ M ❑ F		❑ Yes ❑ No	N/A
Dependant			❑ M ❑ F		❑ Yes ❑ No	❑ Yes ❑ No
Dependant			❑ M ❑ F		❑ Yes ❑ No	❑ Yes ❑ No
Dependant			❑ M ❑ F		❑ Yes ❑ No	❑ Yes ❑ No

[1] If your spouse is common-law, please complete the following:
I have been living with and representing the above as my spouse since

DD/MM/YYYY

My common-law spouse and I are financially responsible for all our dependants claimed for insurance purposes.

[2] For each dependant age 21 and over:

- in the case of a student dependant under age 25, please complete the over-age dependant questionnaire available at www.gms.ca.
- in the case of a dependant due to a developmental or physical disability, please attach or enclose a doctor's note or copy of an equivalent document as evidence.

D. Other Insurance Coverage *(only include personal or group plans that will continue to be in effect at the same time as the GMS health plan)*

Do any listed Applicants have additional coverage with another insurer? ❑ Yes ❑ No *If "Yes", please complete the section below.*

Insurance Company Name	Name of Insured Person	Policy/Certificate #	Persons Covered under Plan	Coverage *(check all that apply)* ❑ Personal Plan ❑ Group Plan
			❑ Applicant ❑ Spouse ❑ Dependant	❑ Health ❑ Drug ❑ Vision ❑ Dental ❑ Travel
			❑ Applicant ❑ Spouse ❑ Dependant	❑ Health ❑ Drug ❑ Vision ❑ Dental ❑ Travel

Office Use Only: GMS ID# | Group # | Coverage Effective Date

E. Waiving Benefits *(complete this section to waive benefits if you and your spouse/dependants have coverage under your spouse's group plan)*

- ❑ Waive Health for myself and spouse/dependant(s)
- ❑ Waive Dental for myself and spouse/dependant(s)
- ❑ Waive Health for my spouse/dependant(s) ONLY
- ❑ Waive Dental for my spouse/dependant(s) ONLY

Spouse's Insurance Carrier	Plan/Policy Number

Employee Signature	Date *(DD/MM/YYYY)*
X	

NOTE: *If you or your spouse/dependant(s) lose coverage under your spouse's group plan, you can enrol in this plan. To enrol, you must complete and submit an enrolment form within 31 days of losing coverage. If you apply after 31 days, you may be required to complete a medical questionnaire to qualify for coverage.*

F. Life Insurance Beneficiary Designation *(complete this section only if this group benefit plan includes coverage for Life Insurance)*

Beneficiary First Name	Beneficiary Last Name	Date of Birth *(DD/MM/YYYY)*	% Share		Relationship
				☐ Revocable ☐ Irrevocable	
				☐ Revocable ☐ Irrevocable	
				☐ Revocable ☐ Irrevocable	
				☐ Revocable ☐ Irrevocable	

If the designated beneficiary is a minor, I appoint the following person as trustee.	Relationship

NOTE: *Unless otherwise stipulated or not permitted by law, any beneficiary designation is revocable. If a beneficiary is named irrevocably, please note that his/her consent is required for any request that may affect his/her rights, including a change of beneficiary.*

Complete the following if you are making a change to an Irrevocable Beneficiary. *(The effective date of the beneficiary change will be the date this form is signed.)*

Signature of Previous Irrevocable Beneficiary	Print Name of Previous Irrevocable Beneficiary	Date *(DD/MM/YYYY)*
X		

G. Declaration

I/We ("I") declare the statements made herein are true and complete and shall form part of my application for coverage. I hereby authorize any physician, health care provider, other person, hospital or institution to release to Group Medical Services and/or their designated travel assistance representative(s), affiliate, reinsurer, agent, or independent claims administrator acting on behalf of GMS (collectively "GMS") any information covering my medical history, symptoms, treatment, examination, diagnosis and/or services rendered to myself or any of my dependants herein listed.

GMS may, for the purposes of administering any benefits, products or services to be provided pursuant to this policy, for the purposes set out in the GMS privacy statement and for the purposes of determining eligibility for benefits: (a) collect, store and use any personal information about you, which you have provided to GMS, or any personal information which GMS has obtained pursuant to clause (b); and/or (b) obtain personal information about you from, or disclose such personal information to: my government health plan; the operator of any hospital, clinic, or other health facility; a physician or other health care provider; any insurance company; or any other service provider or third party as may be reasonably required for the purposes described in (a) above.

I understand that, whether before or after my application, any misrepresentation, incorrect or concealed information or failure to fully complete all sections of the application may void my coverage. I declare that, if I am signing on behalf of any person(s), I have the authority to sign on behalf of such person(s) and confirm that each of the above declarations and authorizations are also provided on behalf of such person(s).

I understand my group benefit plan may include but not be limited to coverage for Life, AD&D, Dependant Life, Short Term Disability, Long Term Disability, Critical Illness, Second Medical Opinion, EFAP or other such services as may be determined from time to time. GMS has the authority and responsibility for assessing and or approving my application for such benefits and services and any claims made thereunder. As such, any information concerning insurance coverage, medical care, advice, treatment or supplies or any other information that may have bearing on the request for benefits or services submitted in conjunction with this policy may be requested and relied upon for determining eligibility of benefits.

In the event of death, I authorize any beneficiary, heir or executor to provide GMS, any insurer and/or reinsurer with all information or authorizations deemed necessary for claims adjudication purposes and for obtaining supporting documents. I authorize any coroner, police force or toxicologist that holds my personal information, including any accident and police investigation reports regarding a claims analysis following death, disability or dismemberment, to exchange such information with GMS, any insurer and/or reinsurer. I also authorize the communication of my personal information (other than of a medical nature) to any private investigator and authorize this private investigator to communicate any information collected regarding me to GMS, any insurer and/or reinsurer.

I warrant that neither I nor any person herein listed have any additional coverage through any insurer other than the information listed herein. Should I or any person herein listed subsequently obtain additional coverage through any insurer, while covered under this contract, I will immediately advise GMS in writing. I hereby authorize GMS to co-ordinate any eligible expenses with any additional insurer that I or any person herein listed may have coverage under.

I agree that my electronic signature in this agreement has the same legal effect as handwritten signatures. Electronic signatures include any information in electronic form that a party has created or adopted in order to sign a document and that is in, attached to, or associated with the document, including signatures sent by fax or email.

Employee/Member Signature	Date *(DD/MM/YYYY)*
X	

To avoid delays in processing, make sure all sections of this form are completed in full. When completed, return to your Plan Administrator.

Electronic Funds Transfer (EFT)
Direct Deposit Agreement

Please complete this EFT Direct Deposit Agreement and return it to:

Group Medical Services
Attn: Administration
2055 Albert Street
PO Box 1949
Regina, SK S4P 0E3

The original signed EFT Direct Deposit Agreement is required for an electronic funds transfer to be authorized.

A. General Information

First Name	Last Name	Date of Birth *(DD/MM/YYYY)*

GMS ID No. *(if applicable)*	Group Plan No. *(if applicable)*

B. Account Information *(please include a void cheque with this agreement)*

Financial Institution Name	Address	
City	**Province**	**Postal Code**

Financial Institution ID Number	Branch Transit Number	Account Number
☐☐☐	☐☐☐☐☐	☐☐☐☐☐☐☐☐☐☐☐☐

Type of Account *(only Canadian accounts are acceptable)*	Is this a change to your agreement information? *If "Yes", please describe the reason for change.*
☐ Savings ☐ Chequing	☐ Yes ☐ No

C. Declaration

I hereby authorize Group Medical Services (GMS) to credit this account with claim payments* due from GMS until appropriate authority is received to indicate otherwise.

To ensure prompt payment(s), I will notify GMS of any changes to my banking information.

I hereby agree that I will promptly inform GMS of any payments made to my account in error and make arrangements with GMS for the earliest return or deduction of said funds.

I agree that my electronic signature in this agreement has the same legal effect as handwritten signatures. Electronic signatures include any information in electronic form that a party has created or adopted in order to sign a document and that is in, attached to, or associated with the document, including signatures sent by fax or email.

**Claim payments for TravelStar®, Immigrants & Visitors to Canada and StudentPlan are issued by cheque.*

Signature of Account Holder	Date *(DD/MM/YYYY)*
X	

Name *(please print)*

Please Note: Attaching a void cheque, if available, will help ensure your banking information is entered into GMS' system correctly.

Electronic Funds Transfer (EFT)
Direct Deposit Agreement

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