altus dental™

ENROLLMENT FORM

Altus Dental Insurance Company, Inc.
PO Box 1557
Providence, RI 02901-1557
877-223-0588

GROUP INFORMATION *To be completed by Human Resources or Benefit Administrator.*		
Employer / Group Name		Group No.
Dental Division No.	Date of Hire	Location No. (if applicable)

I. SUBSCRIBER INFORMATION

Subscriber Name (First, Last)		Date of Birth (MM/DD/YYYY)	Social Security / I.D. #	
Street Address / P.O. Box No.	Apt. No.	City	State	Zip
Preferred Mobile Number		Preferred Email		

II. ENROLLMENT INFORMATION

Effective Date of Action (MM/DD/YYYY)

TYPE OF COVERAGE ☐ Dental

QUALIFYING EVENT

☐ Open Enrollment ☐ Marriage ☐ Birth or Adoption ☐ Return from Leave of Absence ☐ Full-Time/Part-Time Status
☐ New Hire/Re-hire ☐ Divorce ☐ Workers' Compensation ☐ Loss of Coverage ☐ Death of a Member

ACTION CODE
Check one.

ADDITIONS
☐ New Subscriber
☐ Add Dependent to Family
☐ Reinstatement

TERMINATION
☐ Remove Subscriber
☐ Remove Dependent
List name in Section III

STATUS CHANGE
☐ Name / Address Change
☐ Transfer from Division #_____ to #_____

COBRA
☐ Reinstatement of Subscriber
☐ Addition of Dependent
Prior ID # _____

III. DEPENDENT INFORMATION

First Name	Last Name (if different)	Date of Birth (MM/DD/YYYY)	Relationship	Enroll In: Dental
				☐
				☐
				☐
				☐
				☐
				☐

I certify that all information is correct to the best of my knowledge. I understand that the effective date and termination date of my membership will be determined by my employer or plan sponsor in accordance with underwriting guidelines. If my employer requires employee contributions for this coverage, I authorize the deductions of these amounts from my wages periodically.

Employee Signature _____ Date _____

Benefits Administrator Authorization _____ Date _____

NOTICE OF NONDISCRIMINATION AND ACCESSIBILITY POLICY
Altus Dental does not discriminate on the basis of race, color, national origin, age, disability, or sex.
Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-223-0588.
Português (Portuguese): ATENÇÃO: Se fala português, encontramse disponíveis serviços linguísticos, grátis. Ligue para 1-877-223-0588.