



Maine Municipal
Employees Health Trust
60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
www.mmeht.org



MMEHT OFFICE USE ONLY	
Subgroup No.	
Effective Date	
Status	
Entered by:	

VSP VISION PLAN APPLICATION
Enrollment/Change Form
Please Print

1. EMPLOYER SECTION	Employer	Enrollment Reason: <input type="checkbox"/> New Hire <input type="checkbox"/> Newly Eligible on (date & reason) _____ <input type="checkbox"/> New Group (initial enrollment) <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Portability/Qualifying Event
	Date of Employment	

Employee: Complete this section only if you are enrolling in the Vision Plan coverage.
If you do not wish to enroll, please complete the "Election Not to Enroll" section below.

2. PLAN CHOICE	I elect to be insured at <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Employee/Child <input type="checkbox"/> Family coverage and hereby authorize my employer to withhold from payroll the amount necessary to make coverage effective.			
3. NAME, ADDRESS & TELEPHONE	Employee Legal Name	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	Social Security Number
	Mailing Address			Phone (home/cell)
	Town	State	Zip	Phone (work)

You may apply to cover your legal spouse, domestic partner (DP) (provided your employer offers this benefit and the Trust receives a completed affidavit verifying qualification) and children between birth and 26 years of age.

4. CHANGE STATUS	Type of change: <input type="checkbox"/> Address change <input type="checkbox"/> Name change – provide previous name: _____ <input type="checkbox"/> Add dependent(s) listed in section 5 below <input type="checkbox"/> Drop dependent(s) listed in section 5 below
	Reason for change: Date of change or event _____ <input type="checkbox"/> Adoption <input type="checkbox"/> Birth <input type="checkbox"/> Court order <input type="checkbox"/> Covered by other insurance <input type="checkbox"/> Death <input type="checkbox"/> Discharge from the Military <input type="checkbox"/> Divorce <input type="checkbox"/> Dissolution of Domestic Partnership <input type="checkbox"/> Entrance to the Military <input type="checkbox"/> Involuntary loss of coverage <input type="checkbox"/> Marriage <input type="checkbox"/> Other _____

5. FAMILY INFORMATION (IF ELECTING FAMILY COVERAGE)	Name (Last, First, MI)	Date of Birth	Gender		
	<input type="checkbox"/> Spouse or <input type="checkbox"/> Domestic Partner	Month/Day/Year	Male	Female	Non-Binary
	Child				
	Child				
	Child				

6. SIGNATURE	I am requesting coverage for myself, and all dependents listed. All statements and answers I have given are true and complete. I understand it is a crime to knowingly provide false, incomplete, or misleading information to obtain insurance or benefits coverage for the purpose of defrauding the plan or insurance carrier. Penalties may include imprisonment, fines or denial of insurance benefits. I understand all benefits are subject to conditions stated in the Plan Document.	
	Employee Signature: _____	Date: _____

7. ELECTION NOT TO ENROLL	<input type="checkbox"/> I elect not to enroll in VSP Vision coverage at this time. I understand that if I choose to enroll at a later date, enrollment will only be available during the open enrollment period.	
	NAME (print) _____	EMPLOYER _____
	SIGNATURE _____	DATE _____

Email completed form to htbilling@memun.org or fax (207) 624-0166
For questions, please call the Billing & Enrollment Dept. at 207-621-2645 or (within Maine) 800-452-8786 EXT. 2585