

Addition or Member Address Change

Client I.D.: _____

Group Name: _____

Add New Member - Date Hired: _____ - _____ - _____

Add Dependents to an existing member

Address Change for a Member

Please indicate the desired month coverage should take effect: _____

Coverage is only effective on the first of the month.

Employee Information

Social Security #: _____

We will assign an alternative identification number to be used with the provider. The alternative identification number will show on your wallet card. The Social Security number will not show on any of our communications.

First Name: _____ Last Name: _____

Birth Date: MM/DD/YYYY _____ Gender: Male Female

Address: _____

City: _____ State: _____ Zip: _____

Send Issuing Materials to: Group address Member address

Dependent Information (Please list only the dependents you wish to have enrolled)

Last Name (if different)	First	Gender (M/F)	Relationship	Birth Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please indicate the coverage applied for: _____

I certify the above is correct and understand the coverage does not take effect until the first of the month after the application is accepted by the benefit company.

Employee's Signature _____ Date _____ - _____ - _____

Please keep a copy for your records and then send the application to:
Wolfpack Insurance Services, P. O. Box 156, Belmont CA 94002 Lic # 0814789 Fax: 650-591-4022

Fax: 650-591-4022

Deletion or Delete Dependents

Client I.D.: _____

Group Name: _____

- Delete Member and all dependents
- Delete listed dependents only

Coverage should stop at the end of which month: _____
Coverage is always terminated at the end of a month. Coverage can be terminated back 60 days

Employee Information

Identification # : _____ Name: _____

Dependent Information – List dependents only if you are just deleting dependents and keeping the employee coverage active.

Only list dependents to be deleted

Last Name (if different)	First	Relationship	Birth Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Important information about COBRA

A group is subject to Federal COBRA regulations if they had 20 or more employees on more than 50 percent of its typical business days in the previous calendar year. Both full and part-time employees are counted to determine whether a plan is subject to COBRA. Each part-time employee counts as a fraction of an employee, with the fraction equal to the number of hours that the part-time employee worked divided by the hours an employee must work to be considered full-time. Groups of 2 to 19 are subject to Cal-COBRA regulations. Please go to www.dvins.com, 'Manage Your Account' to report which COBRA regulations apply to your group. This may change every calendar year.

Cal-COBRA groups will need to give us the members address with the reason for termination of coverage; we will generate the Cal-COBRA election form and invoice the member directly for the coverage.

Cal-COBRA Home Address: _____
_____ Zip _____

Please indicate the reason for this termination of coverage.

- | | | |
|---------------------------------------|----------------------------------|-----------------------------------|
| Voluntary termination of employment | Social Security Disabled | Death of Subscriber |
| Involuntary termination of employment | Legal Separation or Divorce | Active employee dropping coverage |
| Reduction of work hours | Dependent ceasing to be eligible | |

Federal COBRA groups will need to issue a COBRA form with the termination of coverage. Please visit www.dvins.com, click on 'Manage Your Account', then Print Applications, Forms, Plan Descriptions & Certificates' to get the Federal COBRA form. Members who extend coverage under Federal COBRA will be invoiced with the group and the individual premium collection is done by the group.

I certify the above is correct.

Employer's Signature _____ Date _____

Please keep a copy for your records and then send the form to:
Wolfpack Insurance Services, P. O. Box 156, Belmont CA 94002 Lic # 0814789

Fax: 650-591-4022