

# Employer Group Application (all group sizes)



**WEST VIRGINIA**

Humana.com

The offering company(ies) listed below, severally or collectively, as the content may require, are referred to in this Employer Group Application as “Humana”, “We”, “Us”, or “Our”.

Dental, Vision, Life, and Disability plans insured or administered by Humana Insurance Company.

**1. GROUP INFORMATION - Please type or print clearly in black ink**

Group number:
---------------

Group name:				Requested effective date __/__/____	
Corporate/Situs location street address:		City:	State:	ZIP code:	County:
Date company established (MM/DD/YYYY):	Federal Tax ID:	Nature of business/SIC code:		Phone number:	
<b>Benefit Administrator/management contact name:</b>					
Phone number:			Email address:		
<b>Billing contact name:</b>					
Billing address (N/A if same as street address):			City:	State:	ZIP code:
Phone number:			Email address:		
Are separate divisions/classes required for billing or reporting? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain. Attach additional signed and dated sheets, if necessary.					

**2. ELIGIBILITY REQUIREMENTS**

Eligible employee count (including those employees who waive coverage):	<b>Dental</b>	<b>Vision</b>	<b>Life</b>	<b>Short Term Disability</b>	<b>Long Term Disability</b>
Are you offering coverage to retirees (Dental and Vision)? <input type="checkbox"/> No <input type="checkbox"/> Yes Required age (minimum 50): _____ Minimum years of service: _____					
Number of retirees to be covered:	<b>Dental:</b>		<b>Vision:</b>		
Does this company have any subsidiaries or affiliates, or are there any other associated entities that are eligible to file a federal or state combined tax return? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, enter information below:					
<b>Company name</b>					<b>Total employees</b>
Do you want to exclude a class of employees? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, check class to exclude: <input type="checkbox"/> Union <input type="checkbox"/> Non-union <input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Management <input type="checkbox"/> Non-management <input type="checkbox"/> Other:					
Is this a Collectively Bargained Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of plan _____ Plan number (assigned by employer for use in filing IRS form 5500): _____					
Has this Group been insured by Humana within the last three years? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide prior Group number: _____ Termination date: _____					
Do you wish to offer Domestic Partner coverage? <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>Probationary Waiting Period</b> Probationary waiting period for eligible employees: <input type="checkbox"/> 0 days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> Other: _____ If you prefer months, please select “Other” and specify the number of months.					

**Probationary Waiting Period**

For STD, LTD groups of 100+ Eligible employees only: Does the probationary waiting period apply uniformly to all classes of employee?  
 Yes (indicate "all" as Class Name in #1)  No (indicate the class name and waiting period per class (if more than 4, add additional pages).

1. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

2. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

3. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

4. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

**Effective Date Provision**

Employee effective provision:  
 First of the month following probationary waiting period  
 Immediately following probationary waiting period (required for 90 day probationary waiting period)  
 The employee termination date coincides with the effective date provision  
 For STD, LTD, and Life, the employee termination date is the last day of employment

**3. COBRA**

Is your Group subject to: COBRA  No  Yes

Are any present or former employees/dependent currently on or eligible to elect COBRA?  No  Yes  
 If yes, enter information below. Attach additional signed and dated sheets (reorder WV-52660), if necessary.

Name of applicant	Qualifying event (e.g. termination of employment, divorce, etc)	Indicate if the applicant is currently on COBRA	COBRA			Lines of coverage (select all that apply)	
			Qualifying event date	Start date	End date	Dental	Vision
		<input type="checkbox"/> COBRA				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA				<input type="checkbox"/>	<input type="checkbox"/>

**Plan Selection** – Please review the Regulatory Pre-enrollment Disclosure Guide with your agent, broker or producer. Complete the quote number and reference number (if applicable) to indicate the plans elected.

**4. DENTAL PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_

Plan 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_

Plan 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_

Plan 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_

Attach additional signed and dated sheets (reorder WV-52659), if necessary.

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount): Minimum employer contribution toward employee premium is 0% or \$0.

Employee: \_\_\_\_\_ Employee/Spouse: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

<b>Participation</b> - Available to employers with 1 or more enrolled employees and <ul style="list-style-type: none"> <li>• Non-Contributory plan - 100%</li> <li>• Contributory plan - 50%</li> <li>• Voluntary plan - minimum of 2 enrolled</li> </ul>	Number of employees waiving with other qualifying coverage:	Number of employees waiving without other qualifying coverage:	Number of employees enrolled:

**CURRENT CARRIER**  
Is this Group transferring group dental coverage from another group carrier?  No  Yes  
Does prior coverage include orthodontia?  No  Yes  
If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

**5. VISION PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
Plan 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
Plan 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
Dual choice arrangements are subject to underwriting review.

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount): Minimum employer contribution toward employee premium is 0% or \$0.  
Employee: \_\_\_\_\_ Employee/Spouse: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

<b>Participation</b> - Available to employers with: <ul style="list-style-type: none"> <li>• 1 or more enrolled employees when sold with dental;</li> <li>• 5 or more enrolled when standalone; and <ul style="list-style-type: none"> <li>• Non-Contributory plan - 100%</li> <li>• Contributory plan - 50%</li> <li>• Voluntary plan - minimum of 5 enrolled</li> </ul> </li> </ul>	Number of employees waiving with other qualifying coverage:	Number of employees waiving without other qualifying coverage:	Number of employees enrolled:

**6. LIFE PLAN SELECTION**

Sold quote number: \_\_\_\_\_ Reference # \_\_\_\_\_  
**Basic Life and AD&D:**  Electing  Not electing -OR- **Basic Life ONLY:**  Electing  Not electing

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount) for **BASIC** Employee and Dependent Life **ONLY**: Minimum employer contribution toward employee premium is 0% or \$0.  
Employee: \_\_\_\_\_ Employee/Spouse: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

**Participation Requirement** - Available to employers with two or more enrolled employees.  
• Non-contributory plan - 100% • Contributory plan - 50%

Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

**CURRENT CARRIER**  
Is this Group transferring group life coverage from another group carrier?:  No  Yes  
If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

As of the date of this application, list any employees currently disabled and not actively at work (attach additional signed and dated pages, if necessary): \_\_\_\_\_

Rate Guarantee:  2 Year  3 Year  
 Age Reduction Schedule:  Schedule 1  Schedule 2  Schedule 3  Other (as quoted)  
 Flat amount \$ \_\_\_\_\_  
 Salary plan – options are 1x to 7x salary (in .5 increments), rounded to the next highest \$1,000  
 Salary level: \_\_\_\_ x salary      Maximum benefit: \$ \_\_\_\_\_  
 Class schedule (complete the table below)

Class	Description	Flat amount or Salary level
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Basic Dependent Life:**  Electing  Not electing  
 If yes, indicate volume amount  \$20,000/ \$10,000  \$10,000/ \$10,000  \$10,000/\$2,500  
 \$20,000/ \$5,000  \$10,000/ \$5,000  \$5,000/\$1,000

**Voluntary Employee Life:**  Electing  Not electing Reference # \_\_\_\_\_  
 Available to employers with five or more or 25% of the eligible employees enrolled, whichever is greater.

Do you want AD&D?  Electing  Not Electing  
 Rate Guarantee:  2 Year  3 Year  
 Age Reduction Schedule:  Schedule 1  Schedule 2  Schedule 3  Other (as quoted)  
 Minimum amount \$ \_\_\_\_\_  Maximum benefit \$ \_\_\_\_\_

**Voluntary Dependent Life** (only available if Employee Voluntary Life is elected):  Electing  Not Electing  
**Dependent Child Voluntary Amount**  \$5,000  \$10,000

**7. SHORT-TERM DISABILITY (STD) PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Class 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 4 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

**8. LONG-TERM DISABILITY (LTD) PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Class 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 4 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

## 9. COMPLETE BELOW IF SELECTED *EITHER* SHORT-TERM OR LONG-TERM DISABILITY

As of the date of this application, list any employees currently disabled and not actively at work (attach additional signed and dated pages, if necessary):

### **W-2 services option for Short-Term Disability** (please choose one):

- Option 1: Withhold state and federal income taxes and the employee's portion of FICA. Prepare and file W-2 forms.
- Option 2: Withhold state and federal income taxes and the employee's portion of FICA. Applicant waives W-2 forms services.

A detailed description of the W-2 services elected by applicant pursuant to this application will be provided to the applicant. Such services will be performed in accordance with the above election and established as standard procedures.

### **W-2 services option for Long-Term Disability** (please choose one):

- Option 1: Withhold state and federal income taxes and the employee's portion of FICA. Prepare and file W-2 forms.
- Option 2: Withhold state and federal income taxes and the employee's portion of FICA. Applicant waives W-2 forms services.

A detailed description of the W-2 services elected by applicant pursuant to this application will be provided to the applicant. Such services will be performed in accordance with the above election and established as standard procedures.

## 10. THE FOLLOWING APPLIES TO ALL GROUPS SUBJECT TO ERISA

As claims administrator with authority to make claim determinations as described in Section 503 of the Employee Retirement Income Security Act (ERISA), We make final decisions under the Policy or Group Plan with respect to determining eligibility for coverage and paying claims for benefits, including deciding appeals of denied claims. As claims administrator, We shall have full and exclusive discretionary authority to: 1) interpret Policy or Group Plan provisions; 2) make decisions regarding eligibility for coverage and benefits; and 3) resolve factual questions relating to coverage and benefits.

You, the participating employer, policyholder, contract holder, or Certificate sponsor, intend to establish, sponsor, plan sponsor and endorse an employee benefit plan which will be governed by ERISA. You are the ERISA plan administrator.

## 11. THE FOLLOWING APPLIES TO ALL GROUPS

The Group is only eligible if a bona fide business entity exists.

If you fail to pay premium when due, coverage may be subject to termination as specified under the terms of the Policy. You understand and agree that your coverage is continued monthly subject to timely payment of premium. We reserve the right to change the premium rates on any premium due date, as permitted by applicable law. You will receive advance written notice.

You will provide information or records upon request that We determine are relevant to this Employer Group Application and group coverage for inspection by Us or Our representative. For you to remain eligible you must meet the eligibility, participation and contribution requirements for each respective coverage at all times.

We have the right to use information provided by you to determine whether this Employer Group Application will be accepted or declined and to establish appropriate premiums.

## 12. ELECTRONIC DELIVERY

By signing this Employer Group Application, you, the authorized representative of the Group, consent to the electronic delivery of contractual documents to you including, but not limited to, the policy and certificate. These documents are accessed through the secure employer section of the Humana.com website. At any time, you may contact Humana at 1-800-232-2006 to obtain a mailed paper copy of any document.

### 13. AGREEMENT AND SIGNATURE – Review your policy/certificate carefully

You, the authorized representative of the Group named herein, understand, agree and represent: You have read this Employer Group Application and the information you provided is accurate and complete and can be substantiated by your records. You have received and reviewed the applicable regulatory information and the Humana issued proposal. You referred to the proposal to select the benefit plan(s) applied for in this Employer Group Application and confirmed your selection from the Humana issued proposal before signing below. By executing this Employer Group Application, you agree to its terms and represent and warrant that you shall comply with the terms of the Policy and all applicable laws. An act of fraud or an intentional misrepresentation of a material fact may void or terminate an individual's or Group's coverage as specified under the terms of the Policy or Certificate. We shall rely on your representations and any information submitted by you or on your behalf. Providing incomplete, inaccurate or untimely information may reduce an individual's or Group's coverage or may increase past premium. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Coverage is not in effect unless and until you receive written notification from Us. The Employer Group Application will form part of any contract or coverage issued. The original version of this Agreement is in the English language. If there are any discrepancies or conflicts between the English and any other version that has been translated into another language, the English version will control. Neither you nor the agent has the authority to waive a complete answer to any question, determine coverage or insurability, alter any contract, bind Us by making any promise or representation, or waive any of Our other rights or requirements. No waiver or change will bind Us unless signed by an authorized officer of Our company.

**DO NOT CANCEL ANY CURRENT GROUP COVERAGE UNTIL YOU RECEIVE WRITTEN NOTICE FROM US THAT WE HAVE ISSUED COVERAGE.**

Dated on: \_\_\_\_\_ by: \_\_\_\_\_  
 (month, day, year) (Printed name of authorized representative of Group)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### 14. AGENT INFORMATION

<b>Agency of Record</b> (for commissions and correspondence)	<b>Agent/Agency of Record</b> (for split commissions)
Name (print or type)	Name (print or type)
Tax ID/Social Security Number/Humana Agent Number	Tax ID/Social Security Number/Humana Agent Number
Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)	Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)
<b>Writing Agent/Broker Producer</b>	<b>Agent/Agency of Record</b>
Name (print or type)	Name (print or type)
Tax ID/Social Security Number/Humana Agent Number	Tax ID/Social Security Number/Humana Agent Number
Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)	Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)

**General Agency** (Complete only if agency involved in sale)

General agency information pertains to: <input type="checkbox"/> Agency of Record <input type="checkbox"/> Writing Agent	
Name (print or type)	Tax ID/Social Security Number/Humana Agent Number

As the Agent, I acknowledge that I am responsible to meet with the Group submitting this Employer Group Application in order to fully and accurately represent the terms and conditions of the plans and services of the offering or insuring entity, or one of its subsidiaries. These provisions are available to me and the Group in the Regulatory Pre-enrollment Disclosure Guide or other plan literature. Additionally, I acknowledge that I am responsible for providing the Group a copy of their completed and signed Employer Group Application.

Writing Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_