City of Boston
Non-Medicare Health Insurance Enrollment Form

Employee ID: _____

Return completed form to
Boston City Hall, Room 807
Boston, MA 02201
Phone: 617-635-4570 | Fax: 617-635-3932
Email: hbi@boston.gov

Part 1 – Identifying Information

1. Name (Last, First)	2. Sex (M/F)	3. Date of Birth (mm/dd/yyyy)	4. SSN

5. Home Address (Including Zip Code)	6. Check one status:	7. Primary Phone
	☐ Active Employee ☐ Retiree/ RET Spouse/ RET Child ☐ Surviving Spouse ☐ COBRA	8. Primary Email

Part 2 – Health Coverage

1. Check one event:

- ☐ **New Enrollment (Basic Life Insurance Form Mandatory)**
- ☐ **Change Enrollment (Add/Remove Dep)**
- ☐ **Decline/Waive Coverage**
- ☐ **Terminate/Cancel Existing Coverage**
- ☐ **Annual Enrollment** *(Effective 07/01/22)*

2. Select one of the health plans below *(monthly rate)*

- ☐ **AllWays Value HMO *** *(IND $170.56 / FAM $452.27)*
- ☐ **BCBS Standard HMO ***
  Network Blue New England *(IND $205.53 / FAM $544.83)*
- ☐ **BCBS PPO**
  Blue Care Elect Preferred *(IND $376.61 / FAM $998.01)*

*HMO plans require members to select a primary care physician (PCP) who will provide referrals to specialists and authorizations as needed. Contact your health plan to select a PCP.

3. Select coverage level

- ☐ **Individual**
- ☐ **Family**

4. Effective Date

Part 3 – Spouse/Dependent Information (to be completed if enrolling in Family Coverage)

List below all family members, including your spouse or former spouse (if eligible), who will be covered under your health plan. Attach a separate sheet if additional space is required. Please provide all Social Security Numbers (required under Federal Law Section 111) and exact dates of birth for each dependent. **Important: The City of Boston requires you to provide a copy of eligibility documents such as a marriage certificate, legal separation agreement, divorce decree, birth certificate, certificate of appointment as legal guardian, etc., for each covered spouse/dependent.**

Add/Remove + / -	Last Name	First Name	Relationship	Date of Birth (mm/dd/yyyy)	Sex (M/F)	SSN (required)

Former Spouse Information – Only complete if covering a former spouse

Date of Divorce: _____

Former Spouse Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Is your former spouse remarried? ☐ Yes ☐ No **If yes, date of remarriage:** _____

Are you remarried? ☐ Yes ☐ No **If yes, date of remarriage:** _____

Part 4 – Signature Required

Deduction Authorization: I authorize my employer, or direct my pension authority, to deduct from my payroll or pension check the amount required for the selected coverage.
Health Insurance: I understand that once I choose a health plan, I cannot change plans until the next annual enrollment, even if my doctor or hospital leaves the plan.
Survivors: I am a surviving spouse and certify that I have not remarried and understand that I am no longer eligible for City of Boston coverage if I do remarry.

Retirees must collect a pension from the Boston retirement system to be eligible for City of Boston coverage.

Signature of Applicant	Date	Signature of Authorized Official	Date