

## BENEFITS PLAN APPLICATION CHECKLIST

Before you place your completed benefit application forms in the mail, please ensure that the following information has been completed or included:

- Group Benefit Application Form
- Complete all sections of the form
  - Sign both page 1 and page 4 of the form even if you are not applying for AD&D or Life Insurance
  - Check the “I do not want” box for each optional insurance (Accidental Death & Dismemberment, Member, Spousal, Child optional life insurance) listed on page 2 if you are not applying for additional coverage
  - Include your appointment date (the first day of work in the role)
  - Provide your current salary
  - Add your OPC number (if assigned)
  - Ensure that any changes are legible and initialed
- Signed Information Release Authorization Form
- Signed Pre-Authorized Debit (PAD) agreement and attached void cheque
- If you are in one of the school boards\* listed below your employee ID number is required instead of a void cheque.
- Completed Evidence of Insurability form - *applicable only to*
  - Members applying 60 days after the date of appointment
  - Members who were not previously enrolled in an LTD plan (up to the date of appointment)
  - Members applying for Optional or Spousal Life insurance over \$100,000
- If you need to make changes to the form, you must strike through and initial the change. Corrective liquid (e.g., “white-out”) is not permitted.
- Be sure to retain a copy of the documents for your records including a fax confirmation statement where necessary. We may request the originals if faxed/scanned copies are not legible.
- Completed forms can be faxed, scanned/emailed using the details below.

Please note that you must be an OPC Member to enrol in the OPC Benefits Plan. We will process your application once all the above documents are received. **Provided all criteria are met, you will be enrolled as of your date of appointment.**

Thank you for your attention to these details.

\*Boards for which employee ID number is required: Algoma, Greater Essex, Halton, Hamilton-Wentworth, Grand Erie, Rainy River.