


ALL EMPLOYEES MUST SUBMIT THIS FORM (even if you are not making changes), along with the appropriate Cafeteria Plan Form.

If you are waiving coverage, you must attach a signed "Opt-Out of City Medical Plan Coverage" form.

 California Public Employees' Retirement System P.O. Box 942715 Sacramento, CA 94229-2715		<p style="text-align: center;">Check here if you are NOT making any changes for 2017. Complete all highlighted sections, EXCEPT #17 (leave blank)</p> <p style="text-align: center;">CalPERS USE ONLY - DOCUMENT REFERENCE NUMBER</p>								
HEALTH BENEFIT PLAN ENROLLMENT FORM PERS-HBD-12 (Rev. 6/13) DO NOT SEND MEDICAL CLAIMS TO THIS ADDRESS										
PLEASE TYPE										
1. TYPE OF ACTION (Check One)		2. SOCIAL SECURITY NUMBER LEAVE BLANK		LIST ALL PERSONS (including self) TO BE ENROLLED IN:		DATE OF BIRTH	Family Relationship	GENDER M F	CODE	
<input type="checkbox"/> a. NEW enrollment <input type="checkbox"/> b. CHANGE of coverage <input type="checkbox"/> c. CANCEL all coverage		3. SPOUSE/DOMESTIC PARTNER'S SOCIAL SECURITY NUMBER LEAVE BLANK		17. BASIC PLAN		Mo. Day Yr.	SELF			
				(FIRST)	(MI)	(LAST)				
4A. Name		SSN								
Mailing Address		(FIRST)	(MI)	(LAST)						
City, State, ZIP		Daytime Phone Evening Phone		SSN						
4B. RESIDENCE ZIP CODE (if different from 4A)				(FIRST)	(MI)	(LAST)				
<input type="checkbox"/> Please check if Permanent Intermittent Employee (applies to active State employees only)		6. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		7. MARRIED <input type="checkbox"/> Yes <input type="checkbox"/> No		SSN				
				(FIRST)	(MI)	(LAST)				
8. PLAN CODE		9. NAME OF HEALTH PLAN		SSN						
10. GROSS PREMIUM \$		11. PRIMARY CARE PHYSICIAN/MEDICAL GROUP								
12. PRIOR PLAN CODE		13. PRIOR HEALTH PLAN		18. SUPPLEMENTAL PLAN		DATE OF BIRTH	Relationship		CODE	
Reason Code		15. Permitting Event Date		16. EFFECTIVE DATE		(FIRST)	(MI)	(LAST)	Mo. Day Yr.	
Open Enrollment		Mo.	Day	Yr.	Mo.	Day	Yr.			
					01	01	2017			
19. CHECK ONE <input type="checkbox"/> I DO NOT elect to enroll in a Health Benefits Plan under the Public Employees' Medical and Hospital Care Act. <input type="checkbox"/> I elect to ENROLL IN (OR CHANGE TO) a Health Benefits Plan as shown in Items 8 and 9 above and authorize deductions to be made from my salary or retirement allowance to cover my share of the cost of enrollment as it is now or as it may be in the future. I also certify that the names of all dependents listed above in items 17 and/or 18 are eligible family members as defined in the Public Employees' Medical and Hospital Care Act. <input type="checkbox"/> I elect to CANCEL the Health Benefits Plan as shown in items 12 and 13 above.							21. DATE SIGNED			
20. EMPLOYEE OR ANNUITANT'S SIGNATURE (see privacy information on reverse of employee copy)							Mo.	Day	Year	
TELEPHONE NUMBER ()										
PLEASE REFER TO THE HEALTH BENEFITS PROCEDURE MANUAL FOR COMPLETION OF ITEMS 22-27										
22. DEDUCTION PLAN CODE		23. Type of action 1. <input type="checkbox"/> New 2. <input type="checkbox"/> Cancel 3. <input type="checkbox"/> Change (Check One)		24. PAY PERIOD Month Year 11/16/2016		25. PARTY CODE		26. EMPLOYEE DESIGNATION		27. BARGAINING UNIT
28. AGENCY NAME (or Retirement System) City of San Rafael				29. PAYROLL OFFICE CODE		30. AGENCY CODE		31. UNIT CODE		
32. I hereby certify under penalty of perjury as follows: That I am a duly appointed, qualified and acting officer of the above named agency, and that payment by the agency as provided by Sections 22870-22905 of the Government Code is hereby approved. Final determination of eligibility for the enrollment action specified will be made by the Board of Administration, Public Employees' Retirement System, in accordance with the Public Employees' Medical and Hospital Care Act.				SIGNATURE OF HEALTH BENEFITS OFFICER		33. Date received in employing office				
				Mo. Day Year		34. PHONE NUMBER (415) 485-3063				
				35. REMARKS _____ of _____ Forms WHITE - HB PINK - Agency BLUE - Employee						

PRIVACY INFORMATION

Submission of the requested information is mandatory. The information requested is collected pursuant to the California Government Code (sections 20000 et seq.) and will be used for administration of the Board's duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Portions of this information may be transferred to another governmental agency (such as your employer) but only in strict accordance with current statutes regarding confidentiality. Failure to supply the information may result in the System being unable to perform its functions regarding your status.

You have the right to review your membership files maintained by the System. For questions concerning your rights under the Information Practices Act of 1977, please contact the Information Practices Act Coordinator, CalPERS, P.O. Box 942702, Sacramento, CA 94229-2702.

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. Section 111 of Public Law 101-173 requires group health plans to collect and provide member Social Security numbers for the coordination of federal and state benefits. Furthermore, Health Account Services requires each enrollee's Social Security number for identification purposes and to verify eligibility for benefits. Specifically, the California Public Employees' Retirement System uses Social Security numbers for the following purposes:

1. Enrollee identification for eligibility processing and eligibility verification.
2. Payroll deduction and state contribution for state employees.
3. Billing of contracting agencies for employee and employer contributions.
4. Reports to the Public Employees' Retirement System and other state agencies.
5. Coordination of benefits among carriers.

BINDING ARBITRATION

Enrollment in certain plans constitutes an agreement to have any issue of medical malpractice decided by neutral arbitration and waiver of any right to a jury or court trial. Refer to the health plan Evidence of Coverage booklet to determine if this provision is applicable to your plan.

Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used for administration of Board duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to comply may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

Social Security Numbers

Social Security numbers are collected on a mandatory and voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

Your Rights

You have the right to review your membership files maintained by the System. For questions about this notice, our Privacy Policy, or your rights, please write to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811 or call us at **888 CalPERS** (or **888-225-7377**).