



GROUP POLICY CHANGE FORM (FOR CONTRACT CHANGES ONLY)

P.O. Box 1650
Little Rock, Arkansas 72203-1650
Telephone (501) 375-7200

Attn: Group Maintenance Department

From: (Group/Agency) _____ (Individual) _____

Date: _____ Group Number: _____ Billing Number: _____

Name of Policyholder: _____

Name of Broker/Agency: _____

Group Address: _____ City: _____ State: _____ Zip: _____

Group Email Address: _____ Broker Email Address: _____

Group Contact: _____ Effective Date of Change: _____

Change(s) to be made to Policy:

- | | |
|--|---|
| <input type="checkbox"/> Name Change | <input type="checkbox"/> Benefit Plan Upgrade (attach proposal) |
| <input type="checkbox"/> Add/Delete Class | <input type="checkbox"/> Benefit Plan Downgrade |
| <input type="checkbox"/> Eligibility/Waiting Period Change | <input type="checkbox"/> Add Benefit (attach proposal) |
| <input type="checkbox"/> Effective Date Change | <input type="checkbox"/> Delete Benefit |
| <input type="checkbox"/> Anniversary/Renewal Date Change | <input type="checkbox"/> Accompanying Rate Change |
| <input type="checkbox"/> Employer Contribution Change | <input type="checkbox"/> Reduction Schedule Change |
| <input type="checkbox"/> Full-time Hours Change | <input type="checkbox"/> Class Definition Change |
| <input type="checkbox"/> Add Subsidiary | <input type="checkbox"/> Other |

Existing

Proposed

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Note: Please complete if a Benefit Plan Upgrade or Coverage Addition:

New Annual Premium (all coverage) of \$ _____

Minus Existing Annual Premium (all coverage) of \$ _____

Equals an Increase in Annual Premium of \$ _____

New Rate for Benefit(s) _____

Please attach applicable supporting material, such as an Application for Group Insurance, Rate Calculation Sheet, Policyholder Request Correspondence, Proposal, etc.

Group Administrator Signature: _____ Date: _____

Witness Signature: _____ Date: _____