


ALL EMPLOYEES MUST SUBMIT THIS FORM (even if you are not making any changes.)

-If you **are making changes**, you must also submit 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 2018. 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--- (on file)		LIST ALL PERSONS (including self) TO BE ENROLLED IN:		DATE OF BIRTH	Family Relationship	GENDER	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	M F	M F		
4A. Name		(FIRST) (MI) (LAST)		(FIRST) (MI) (LAST)							
Mailing Address		(FIRST) (MI) (LAST)		(FIRST) (MI) (LAST)							
City, State, ZIP		Daytime Phone Evening Phone		SSN							
4B. RESIDENCE ZIP CODE (if different from 4A)		(FIRST) (MI) (LAST)		(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)		(FIRST) (MI) (LAST)		(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			
(FIRST) (MI) (LAST)		(FIRST) (MI) (LAST)		(FIRST) (MI) (LAST)		Mo. Day Yr.		Relationship			
14. Reason Code		15. Permitting Event Date		16. EFFECTIVE DATE							
		Mo. Day Yr.		Mo. Day Yr.							
		09 11 2017		01 01 2018							
19. CHECK ONE If not making any changes, check box #2											
<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.											
20. EMPLOYEE OR ANNUITANT'S SIGNATURE (see privacy information on reverse of employee copy)						21. DATE SIGNED					
						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 (Check One)		24. PAY PERIOD		25. PARTY CODE		26. EMPLOYEE DESIGNATION		27. BARGAINING UNIT	
		1. <input type="checkbox"/> New 2. <input type="checkbox"/> Cancel 3. <input type="checkbox"/> Change		Month Year							
				11 16 2018							
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.