



California Public Employees' Retirement System  
 P.O. Box 942714  
 Sacramento, CA 94229-2714

HEALTH BENEFIT PLAN  
 ENROLLMENT FORM **DO NOT SEND MEDICAL CLAIMS TO THIS ADDRESS**  
 PERS-HBD-12 (Rev.8/10)

CalPERS USE ONLY - DOCUMENT REFERENCE NUMBER

PLEASE TYPE

1. TYPE OF ACTION (Check One)		2. SOCIAL SECURITY NUMBER		A C C T I O N	LIST ALL PERSONS (including self) TO BE ENROLLED IN:			DATE OF BIRTH			Family Relationship		G E N D E R		C O D E
<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			17. BASIC PLAN			Mo. Day Yr.			SELF		M F		
4A. Name				SSN											
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)											
5. <input type="checkbox"/> Please check if Permanent Intermittent Employee (applies to active State employees only)		6. GENDER		7. MARRIED		SSN									
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No		(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		A C C T I O N	18. SUPPLEMENTAL PLAN			DATE OF BIRTH			Relationship		C O D E		
					(FIRST) (MI) (LAST)			Mo. Day Yr.							
14. Reason Code		15. Permitting Event Date		16. EFFECTIVE DATE											
		Mo. Day Yr.		Mo. Day Yr.											

19. CHECK ONE

I **DO NOT** elect to enroll in a Health Benefits Plan under the Public Employees' Medical and Hospital Care Act.

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.

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)	1. <input type="checkbox"/> New 2. <input type="checkbox"/> Cancel 3. <input type="checkbox"/> Change	24. PAY PERIOD	25. PARTY CODE	26. EMPLOYEE DESIGNATION	27. BARGAINING UNIT
			Month Year			

28. AGENCY NAME (or Retirement System)  
 County School Service - Contra Costa County Schools

29. PAYROLL OFFICE CODE

30. AGENCY CODE  
 0187

31. UNIT CODE  
 5993369590

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 and the regulations implementing the Act.

SIGNATURE OF HEALTH BENEFITS OFFICER

33. Date received in employing office

Mo. Day Year

34. PHONE NUMBER  
 (925) 942-3456

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 Government Code Sections (2000, 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, PERS, P.O. Box 942702, Sacramento, CA 94229-2714.

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.

The Office of Employer and Member Health Services of the California Public Employees' Retirement System requests each enrollee's Social Security account number on a voluntary basis. However, it should be noted that due to the use of Social Security account numbers by other agencies for identification purposes, the Office of Employer and Member Health Services may be unable to verify eligibility for benefits without the Social Security account number.

The Office of Employer and Member Health Services of the California Public Employees' Retirement System uses Social Security account 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.

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## **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 HBD-DO-29 or HBD-DO-22 to determine if this provision is applicable to your plan.