

NAME: \_\_\_\_\_

STATION: \_\_\_\_\_

DATE: \_\_\_\_\_

EOD:

### **LIFE AND HEALTH INSURANCE INFORMATION**

**LIFE INSURANCE** - Effective the first day of your appointment, you are automatically covered under Basic Life insurance, and withholdings will be made from your pay. You must complete a Life Insurance Election form within 60 days from the day you are appointed. This form will show what type of life insurance election you will make, whether you will be increasing your life insurance, or whether you will be waiving it. If you do not complete the Life Insurance Election form, you will still be automatically enrolled in Basic Life insurance.

**HEALTH INSURANCE** - You have 60 days from the date of your appointment to complete your Health Benefits Registration form. This form must be completed, even if you decide not to enroll in a plan. I understand that if I do not sign for health insurance within my 60 day deadline, I will have to wait until the next health insurance Open Season before I can enroll.

**PART-TIME EMPLOYEES WORKING 16-31 PER WEEK:** Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the government pays for a full-time employee.

Basic Life Insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate show in block 20 of this Standard Form 50. However, Basic Life insurance coverage is always at least \$10,000.

YOUR 60 DAYS DEADLINE FOR LIFE INSURANCE IS: \_\_\_\_\_

YOUR 60 DAYS DEADLINE FOR HEALTH INSURANCE IS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SEND YOUR ENROLLMENT FORMS TO:

Department of Veterans Affairs  
Mail Stop: 005F5G  
1615 Woodward Street,  
Austin, TX 78772