

INSURE MONTANA

CHANGE REPORT FORM

Please complete and return to: **Insure Montana**
840 Helena Avenue
Helena, MT 59601
Fax: 406-444-3497

Effective Date of Change: _____

Business Name: _____

Employee Name: _____ Age: _____

Insurance Agent Name: _____

TYPE OF CHANGE

____ New employee (must provide a completed Employee Application form*)

____ Delete employee and all dependents (must provide name(s) and effective date)

____ Add spouse/dependent(s) (must provide name(s) and effective date)

____ Delete spouse/dependents(s) (must provide name(s) and effective date)

____ Household income change (must indicate current household income level below**)

____ Other (explain) _____

Comments: _____

****LIST HOUSEHOLD ANNUAL GROSS (BEFORE TAXES) INCOME FROM ALL SOURCES, INCLUDING: WAGES, SOCIAL SECURITY OR DISABILITY BENEFITS, CHLD SUPPORT, WORKER'S COMP, UNEMPLOYMENT COMP, ETC.**

HOUSEHOLD INCOME

Please check the box that best represents your total household annual gross income:

Single:	Married (no children):	Single with children:	Family (married with children):
____ less than \$9,570	____ less than \$12,830	____ less than \$16,090	____ less than \$19,350
____ \$9,570- \$14,355	____ \$12,830- \$19,245	____ \$16,090- \$24,135	____ \$19,350- \$29,025
____ \$14,355- \$19,140	____ \$19,245- \$25,660	____ \$24,135- \$32,180	____ \$29,025- \$38,700
____ \$19,140- \$23,925	____ \$25,660- \$32,075	____ \$32,180- \$40,225	____ \$38,700- \$48,375
____ \$23,925- \$28,710	____ \$32,075- \$38,490	____ \$40,225- \$48,270	____ \$48,375- \$58,050
____ \$28,710 and over	____ \$38,490 and over	____ \$48,270 and over	____ \$58,050 and over

*Forms and other pertinent information can be found on the Insure Montana website at: insuremontana.org

CERTIFICATION AND SIGNATURE

I certify, under penalty of law, that all my answers are correct and complete to the best of my knowledge. I understand the penalty for withholding or giving false information which may include a possible criminal offense (MCA 33-22-2009). I agree to provide documents to verify information on this application if requested. I understand that State staff may obtain documents and/or information to verify statements on this application.

Signature _____ Date _____

INSURE MONTANA

EMPLOYEE PREMIUM ASSISTANCE APPLICATION

Please complete and return to: Insure Montana
840 Helena Avenue
Helena, MT 59601

Fax: 406-444-3497

THIS APPLICATION MUST BE **COMPLETED**, SIGNED AND SUBMITTED WITH A CHANGE REPORT FORM WITHIN 30 DAYS FROM THE DATE THAT THE EMPLOYEE IS ADDED TO THE HEALTH INSURANCE PLAN. ALL THREE PAGES MUST BE SUBMITTED EVEN IF NOT PROVIDING BANK INFORMATION. FAILURE TO COMPLETE OR SUBMIT THIS APPLICATION WITHIN 30 DAYS WILL RESULT IN THE PREMIUM INCENTIVE AND ASSISTANCE SUBSIDY EFFECTIVE WITH THE NEXT SCHEDULED PAYMENT DATE AND INELIGIBILITY FOR ANY PREVIOUS MONTH'S SUBSIDY PAYMENTS REGARDLESS OF THE DATE THE EMPLOYEE WAS ADDED TO THE HEALTH INSURANCE PLAN.

COMPLETE THE FOLLOWING INFORMATION FOR THE EMPLOYEE:

DEMOGRAPHIC INFORMATION

Employee First Name	Last Name	Employer/Business Name		
Address	City	State	Zip Code	
Mailing Address if Different	City	State	Zip Code	
Telephone - Home	Telephone - Work	Telephone - Other	Email Address* (please print clearly)	

*Please indicate if you want to receive an Electronic Fund Transfer receipt by E-mail to the address listed above.
 YES NO

LIST ALL HOUSEHOLD MEMBERS THAT RESIDE IN THE HOME MORE THAN 50% OF THE YEAR INCLUDING DEPENDENTS ATTENDING COLLEGE (ATTACH AN ADDITIONAL PAGE IF NECESSARY):

HOUSEHOLD MEMBERS

Name (first, middle Initial, last)	Relationship to Employee	Include in Insure MT Yes or No; OR, List name of Insurance company if other than Insure MT BCBS.		Social Security Number	Date of Birth	Fulltime College Student (Yes or No)
		Yes	No			
<i>Employee</i>						

LIST HOUSEHOLD ANNUAL GROSS (BEFORE TAXES) INCOME FROM ALL SOURCES, INCLUDING: WAGES, SOCIAL SECURITY OR DISABILITY BENEFITS, CHILD SUPPORT, WORKER'S COMP, UNEMPLOYMENT COMP, ETC.

HOUSEHOLD INCOME

Please check the box that represents your total household annual gross income:

Single:	Married (no children):	Single with children:	Family (married with children):
_____ less than \$9,570	_____ less than \$12,830	_____ less than \$16,090	_____ less than \$19,350
_____ \$9,570- \$14,355	_____ \$12,830- \$19,245	_____ \$16,090- \$24,135	_____ \$19,350- \$29,025
_____ \$14,355- \$19,140	_____ \$19,245- \$25,660	_____ \$24,135- \$32,180	_____ \$29,025- \$38,700
_____ \$19,140- \$23,925	_____ \$25,660- \$32,075	_____ \$32,180- \$40,225	_____ \$38,700- \$48,375
_____ \$23,925- \$28,710	_____ \$32,075- \$38,490	_____ \$40,225- \$48,270	_____ \$48,375- \$58,050
_____ \$28,710 and over	_____ \$38,490 and over	_____ \$48,270 and over	_____ \$58,050 and over

Bank Account Information

Information collected will be used for Electronic Funds Transfer (EFT) to deposit your monthly premium assistance amount. **Please include a voided check with this form.** If a voided check is not available, attach a letter from your financial institution indicating the bank transit routing and account numbers. The document must be on bank letterhead and signed by a bank official. **Deposit slips are not acceptable.**

Financial Institution Name: _____

Transit Routing Number (9 digits): _____

Bank Account Number (include zeros, do not include check number): _____

Name on account: _____

Type of Account (please mark **one** only): _____ Savings _____ Checking

Date Bank Account Opened: ___/___/___

Bank Address: _____

City: _____ State: _____ Zip: _____

Bank Phone Number: _____ Ext: _____

Please attach voided check in this space.

CERTIFICATION AND SIGNATURE

Unsigned applications are considered incomplete. Please read the information and sign below:

I certify, under penalty of law, that all my answers are correct and complete to the best of my knowledge. I understand the penalty for withholding or giving false information which may include a possible criminal offense (MCA 33-22-2009). I agree to provide documents to verify information on this application if requested. I understand that State staff may obtain documents and/or information to verify statements on this application. I also understand that I must report if my coverage ends within 30 days of the change. Any premium assistance payment I receive and am not entitled to will be required to be repaid to the Insure Montana program.

Employee Signature _____ **Date** _____