



CITY OF MILWAUKEE LTD BUY-UP ENROLLMENT/CHANGE FORM

Employer Name City of Milwaukee		<input type="checkbox"/> CITY <input type="checkbox"/> HACM	Employee ID Number
Employee Name <i>(Last, First, M.I.)</i>		Birthdate <i>(MM/DD/YY)</i>	
Date Employed <i>(MM/DD/YY)</i>	Return To Work <i>(MM/DD/YY)</i>	Effective Date <i>(MM/DD/YY)</i>	
<small>DER/HACM Office Use Only</small>			
<p>I understand that I am currently enrolled in the basic long term disability insurance program through the City of Milwaukee and I wish to enroll in the voluntary portion of the long term disability insurance program to shorten the 180 day waiting period. I authorize deductions from my wages to cover the cost of my voluntary insurance option. I understand that if, after my initial selection, I wish to change plan buy-up options, my coverage under the new option may be subject to pre-existing condition exclusions.</p> <p>I wish to enroll in the following LTD Buy-up Option:</p> <p style="text-align: center;"><input type="checkbox"/> Option A (120 days) <input type="checkbox"/> Option B (90 days) <input type="checkbox"/> Option C (60 days)</p>			
Date	Signature of employee <i>(if enrolling in voluntary coverage)</i>		
<p><input type="checkbox"/> I am currently enrolled in a buy-up option for the voluntary group long term disability insurance program, but I elect to terminate my voluntary coverage. Terminating voluntary buy-up option coverage can only be done during Open Enrollment. I understand that if I elect to re-enroll in voluntary coverage, my coverage may be subject to pre-existing condition exclusions.</p> <p>Date: _____ Signature: _____</p>			

INSTRUCTIONS:

If you intend to enroll or terminate one of the voluntary LTD buy-up options, complete the enrollment/change form and return it to the Department of Employee Relations, City Hall, Room 706, 200 East Wells Street, Milwaukee, WI 53202-3560. The form can also be emailed to derbenefits@milwaukee.gov.

If you have questions, please call Employee Benefits Division at (414) 286-3184.