



Instructions: Fill out and return this form to Covenant Benefits.

This letter is to request the transfer of insurance for the following employee to the following Covenant organization.

1. YOUR INFORMATION

Name: _____ SSN: _____

Effective Date of Change: ____ / ____ / ____

Previous employer: _____

Updated home address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone #: _____

2. TYPE OF COVERAGE

Note: If your health insurance coverage is changing at the time of transfer, please request the appropriate form to complete the change.

- Individual coverage, Family coverage, Waive health insurance and elect only life & long-term disability insurances, Plus spouse coverage, Plus child(ren) coverage

3. EMPLOYMENT INFORMATION

Employer name _____

Billing address _____

Phone _____

- Minister, Church/Ministry Worker, Missionary, 7+ (30 or more hours per week), h (20-29 hours per week)

Annual base salary (include SECA paid to minister or withheld fomr check) \$ _____

Parsonage provided? (do not include in base salary) Yes No

Housing allowance (do not include in base salary) \$ _____

4. AUTHORIZED SIGNATURES

This form, signed by the policyholder and an authorized representative of the employer (treasurer, business manger, etc.), is to request the transfer of benefits or employment for the indicated policyholder as stated above.

Policyholder Signature: _____ Date: ____ / ____ / ____

Treasurer/Business Manager Signature: _____ Date: ____ / ____ / ____