

SEHIP Forms Guide

ACTIVE STATE EMPLOYEE

- IB02 - Used to enroll new employees.
- Used to decline coverage for new employees.
 - Used to re-enroll employees returning from LWOP.
- IB03 - Used to cancel part-time employee coverage.
- Used to drop dependent coverage.
 - Used to cancel a dependent.
 - Used to add dependent coverage.
 - Used to add a dependent to existing coverage.
 - Used to change address, telephone numbers and e-mail address.
- IB05 - Used to apply for the Non-Tobacco User Discount.
- IB06 - Used to apply for an Annual Tobacco User Premium Discount.
- IB07 - Used to provide proof that identified health risks have been addressed.
- IB08 - Used for new employees to opt out of the Premium Conversion Plan.
- Used for existing employees to enroll and/or opt out of the Premium Conversion Plan during Open Enrollment only.
- IB09 - Must be completed if canceling dependent coverage outside of Open Enrollment.
- IB10 - Used by Agency to request a refund of premiums paid in error.
- IB11 - Used by Agency as an optional form if Personnel's Form 11 is not used.
- IB12 - Used to apply for the Federal Poverty Level Discount.
- IB13 - Used to apply for the Wellness Premium Discount.
- IB14 - Used for existing employees to change plans.
- Used to change plans during Open Enrollment.
 - Used to re-enroll when coverage was declined.
 - Used to decline coverage on existing employees.
- IB20 - Attach this form to IB02 when adding Vision coverage.
- Used to enroll/cancel Vision coverage during Open Enrollment.
- IB21 - Attach this form to IB02 when adding Dental coverage.
- Used to enroll/cancel Dental coverage during Open Enrollment.
- IB23- Attach this form to IB02 when adding Cancer coverage.
- Used to enroll/cancel Cancer coverage during Open Enrollment.
- IB25 - Used to apply for the Spousal Surcharge Waiver.
- IB26 - Attach this form to IB02 when enrolling in PCO/HRA.
- Used to enroll in Premium Cash Option for existing employees.

IB27 - Used with the IB25 if spouse has retired or become unemployed since last filed tax return.

IB29 - Used to re-enroll in the State Employees' Health Insurance Plan, Group 13000, during November 1, 2016-
November 30, 2016.

RETIRED STATE EMPLOYEE

IB04 - Used to re-enroll when coverage was declined

IB05 - Used to apply for the Non-Tobacco User Discount

IB06 - Used to apply for an Annual Tobacco User Premium Discount

IB07 - Used to provide proof that identified health risks have been addressed.

IB12 - Used to apply for the Federal Poverty Level Discount

IB13 - Used to apply for the Wellness Premium Discount

IB15 - Used for existing Retirees to change plans.
- Used to change plans during Open Enrollment.
- Used to decline coverage.

IB16 - Used to declare a change in employment status.

IB17 - Used when a state retiree is re-employed with a State agency.

IB18 - Used to verify years of creditable coverage.

IB19 – Used for automatic draft payments

IB20 - Attach this form to IB04 when adding Vision coverage.
- Used to enroll/cancel Vision coverage during Open Enrollment.

IB21 - Attach this form to IB04 when adding Dental coverage.
- Used to enroll/cancel Dental coverage during Open Enrollment.

IB22 - Used to drop dependent coverage.
- Used to cancel a dependent.
- Used to add dependent coverage.
- Used to add a dependent to existing coverage.
- Used to change address, telephone numbers and e-mail address.

IB23 - Attach this form to IB04 when adding Cancer coverage.
-Used to enroll/cancel Cancer coverage during Open Enrollment.

IB27 - Used with the IB28 if spouse has retired or become unemployed since last filed tax return

IB28 - Used to apply for the Spousal Surcharge Waiver

IB29 – Used to re-enroll in the State Employees' Health Insurance Plan, Group 13000, during November 1, 2016-
November 30, 2016.