

Completing the Enrollment Form

The attached Enrollment Form must be completed to add or reinstate dependents. Please note that the Enrollment Form cannot be faxed to the Trust Fund Office. The following explanations of each section may be helpful in completing your form correctly and completely. If you live in the Washington, DC metro area, please allow at least three days for your mail to arrive at EWTF from the date you sent it. We strive for a turnaround time of 48 business hours to handle each request.

Upon receipt of all requested information to add/reinstate a spouse or a child, a Letter of Confirmation is mailed to you showing all covered dependents. These letters are mailed daily.

Part I (Participant)

Complete the demographic and contact information about the person working under the jurisdiction of IBEW Local 26 or the person in the Non-Bargaining Unit Employees (Office Plan).

Part II (Spouse)

This section is information about your spouse. If this section is not completed it full, one of two things will occur: (1) He/she will not be added or (2) any claims received will not be paid until information regarding other health coverage or insurance is received. Write "N/A" at name if you are not married, if at name of employer your spouse is not employed and/or if your spouse does not have other insurance through employment.

Part III (Dependent Children)

If you are adding a dependent child to your coverage, you must answer each question. If you do not answer the question that is second from the right (is this child covered under another group health plan...), the form is considered incomplete and will be returned to you immediately. If the child does not have coverage, do not leave blank. Write in No or N/A.

If you are adding a new child to the coverage and have children that have already been established as dependent children, you must list them in this section but you do not have to provide another copy of their birth certificate. If they are not included, their coverage is questioned and no claims are paid on their behalf until a clarification is received.

If you have received an Enrollment form to complete to reinstate a dependent child due to a change in marital status from married to living separate and apart, legal separation or divorce, you do not have to submit a copy of the birth certificate.

Part IV (Other Health Coverage Information)

Completion of this section will allow EWTF to coordinate benefits.

Final Notes

It is important that all sections of the form are completed and the **back of the form is signed**. Failure to complete the form will result in a delay in adding or reinstating your dependents. Call the Fund office to speak to the person handling dependent eligibility if you have any questions. The office is open from 8 am until 4:30 pm. You may also email your inquiry to deps@ewtf.org.

If the information that has been requested is not received within 120 days of the last communication with you, all held paperwork may be returned to you to resubmit.



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