



Metropolitan Life Insurance Company, New York, NY

METLIFE SMALL MARKET CHANGE REQUEST

GROUP NAME: \_\_\_\_\_

GROUP NUMBER: \_\_\_\_\_

TYPE OF ELIGIBILITY CHANGE: (Please list below)

- |                         |  |   |
|-------------------------|--|---|
| 1. Name Change          | 6. Partial Cancellation (List Coverages to be Cancelled)         | 10. COBRA Enrollment (Attach Election Form) |
| 2. Address Change _____ |  | 11. COBRA Termination                       |
| 3. Cancel Spouse        | 7. Cancel All Coverage - Termination of Employment               | 12. Other _____                             |
| 4. Cancel 1 Child       | 8. Cancel All Contributory Coverage - Request of Active Employee |   |
| 5. Cancel All Children  | 9. Change Insurance Amount due to Salary Change                  |   |

QUALIFYING EVENTS:

DATE:

- |  |       |
|--|-------|
| Q1. Add Dependent – Marriage             | _____ |
| Q2. Add Dependent(s) – Birth or Adoption | _____ |
| Q3. Add Dependent(s) – Loss of Coverage* | _____ |
| Q4. Death                                | _____ |
| Q5. Rehired Employee                     | _____ |
| Q6. Divorce                              | _____ |
- \* Proof of loss must be submitted with request for coverage.

Note: For requesting Facility ID code changes call 1-800-880-1800.

All necessary information must be included to avoid processing delays.

COMPLETE FOR ELIGIBLE EMPLOYEE(S)

ELIGIBILITY OR QUALIFYING EVENT CHANGE		LAST NAME	FIRST NAME	SOCIAL SECURITY NUMBER	BIRTHDAY MO/DAY/YR	SEX	LIST NEW CHANGE (SALARY/ADDRESS, ETC.)	COVERAGES AFFECTED
#	EFFECTIVE DATE							

COMPLETE FOR ELIGIBLE DEPENDENT(S)

Employee's Name \_\_\_\_\_ Employee's Social Security # \_\_\_\_\_

ELIGIBILITY OR QUALIFYING EVENT CHANGE		LAST NAME	FIRST NAME	BIRTHDAY MO/DAY/YR	SEX	LIST NEW CHANGE (SALARY/ADDRESS, ETC.)	COVERAGES AFFECTED
#	EFFECTIVE DATE						

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYER'S (OR REPRESENTATIVE'S) SIGNATURE \_\_\_\_\_

( ) - PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_