



REPORT OF TERMINATIONS

SEE INSTRUCTIONS ON REVERSE SIDE

DISTRICT NAME		ACCOUNT #		DATE OF THIS REPORT	
EMPLOYEE NAME <i>Please print</i>	SOCIAL SECURITY #	LAST DAY OF COVERAGE	TERMINATION TYPE CODE*	TYPE OF INSURANCE COVERAGE	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

This form may not be used to cancel benefits for a partial or total group. Please contact your Employee Benefits Account Executive at (800) 292-5421.

Remarks/Explanations:

FORM SUBMISSION OPTIONS

UPLOAD TO:

www.setseg.org
Log in and choose "Upload Employee Enrollment Forms" from the Employee Benefit Services menu

EMAIL TO:

enrollment@setseg.org

REPORTED BY

SIGNATURE

***TERMINATION
TYPE CODE:**

- 1 = Voluntary Termination (Retirement/Resignation)
- 2 = Involuntary Termination
- 3 = Reduced Hours
- 4 = Layoff
- 5 = Leave of Absence
- 6 = Cancel Coverage Due to Qualifying Event
- 7 = Deceased
- 8 = Gross Misconduct (Ineligible for COBRA)
- 9 = Termination of COBRA
- 10 = Other (Please Explain)

Signed form must be received within 30 days of requested effective date.

REPORT OF TERMINATIONS

SEE FORM ON REVERSE SIDE

INSTRUCTIONS

Use this form when you have terminations to report. We encourage prompt reporting of such changes. This will allow us to provide you with a more accurate contribution statement.

The changes listed on this report will appear on your next contribution statement as soon as this report is processed.

TERMINATIONS:

Use this section to promptly report all terminations from your account. Use the proper type code (1 through 10) to indicate the reason for termination.

- 1 = Voluntary Termination (Retirement/Resignation)
- 2 = Involuntary Termination
- 3 = Reduced Hours
- 4 = Layoff
- 5 = Leave of Absence
- 6 = Cancel Coverage Due to Qualifying Event
- 7 = Deceased
- 8 = Gross Misconduct (Ineligible for COBRA)
- 9 = Termination of COBRA
- 10 = Other (Please Explain)

Use the remarks section for comments or information not provided by the type code.