

Dear Participant:

Please complete the Benefit Enrollment Form on the reverse side and return it to our office. This form must be signed and dated in order to be valid.

The following documentation is required for enrollment:

All Participants & Dependents are required to provide copy of their social security card.

to add/delete your eligible dependent(s), please provide:

Married – copy of your state issued marriage certificate.

Domestic Partners – copy of your state issued domestic partnership (CDP) certificate.

Children – copy of each child's state issued birth certificate.

Stepchildren, adopted children and foster children – copy of each dependent's state issued birth certificate along with applicable documentation (i.e. adoption papers, court documents, a copy of last year's federal income tax return and a letter certifying that the other biological parent is not responsible for their coverage and that you will be claiming them as your dependent on your income tax return.)

Divorce – copy of your divorce decree.

Should you have questions relative to completing this form or the documentation required, please feel free to contact our enrollment department at 1-800-792-3666 extension 6005.

Return completed form with documentation to:

I E Shaffer & Co
PO Box 1028
Trenton NJ 08628