

Group Benefits Enrolment/Change Form

CONTRACT NUMBERS: Life - 50813 | AD&D - 50813 | LTD - 50580 | Health & Dental - 25180

Please fill out each required field electronically prior to printing. Once completed, please submit a signed copy to Ryerson HR Pensions & Benefits. For detailed group Benefits information, visit the Human Resources website at ryerson.ca/hr/benefits.

1 - Employee details

<input type="checkbox"/> New Employee	Effective Date of Change (YYYY-MM-DD)		Employee ID Number
<input type="checkbox"/> Change of Information			
Last Name	Middle Initial	First Name	Gender (M or F)

Do you have valid Provincial Health Insurance (e.g. OHIP)? Yes No If no, please contact HR, Pension & Benefits

Current Family Status: Married Single Common Law* Separated Civil Union Widowed Divorced

* I hereby clarify that, as of this date of declaration, I have a common law spouse as defined in the Group Benefits Insurance contract and this person has been publicly represented as my spouse for at least 12 consecutive months prior to the date of this declaration.

2 - Extended health care and dental benefits

You and your dependants must have provincial health insurance to enrol in the following. Please select the coverage:

Extended Health Care: Single Family **Dental Care:** Single Family

3 - Spouse details New Change No Change

Complete this section only if you are applying for coverage for your spouse. Spouse should be enrolled within 31 days of member's initial enrolment or related life event (e.g. marriage).

Spouse's Last Name	Spouse's First Name	Date of Birth (YYYY-MM-DD)	Gender

Is your spouse covered for Extended Health and/or Dental Care benefits by their employer? Yes No If yes, please indicate:

Extended Health Care: Single Family **Dental Care:** Single Family

Does your spouse have valid Provincial Health Insurance (e.g. OHIP)? Yes No If no, please contact HR, Pension & Benefits

Definition of a Spouse: Your spouse by marriage or under any other formal union recognized by law, or your partner of the opposite sex or of the same sex who is publicly represented as your spouse, is an eligible dependent. You can only cover one spouse at a time.

Note: Canadian Life and Health Insurance Association Guidelines (CLHIA) state: a spouse must first claim from his/her own employer's plan. Please refer to the Human Resources website at www.ryerson.ca/hr/employee-resources for Coordination of Benefits information.

4 - Dependant children details New Change No Change

Complete this section only if you are applying for coverage for your children. Dependant Children should be enrolled within 31 days of member's initial enrolment or related life event (e.g., marriage, birth of a child, adoption etc.)

Child's Last Name	Child's First Name	Birth Date (YYYY/MM/DD)	Gender (M or F)	Student* (Yes/No)	Over-age Child with Disability** (Yes/No)	OHIP*** (Yes/No)

Definition of dependant child: unmarried children (including stepchildren, legally adopted children and children of a common-law spouse during the time that coverage for the spouse is in effect), who are under 21 years of age and depend on you for support; who are under 25 years of age, depend on you for support and attending an institution of higher learning as a full-time student; or any age and are permanently mentally or physically disabled and incapable of self-support with uninterrupted coverage under the Ryerson plan prior to disability. Please contact Sun Life for more information about coverage for a disabled dependant.

* You must provide confirmation of enrolment in full-time studies, at an educational institution recognized by the Canada Revenue Agency, to Human Resources, Pension & Benefit Unit within a week of enrolment and the start of each academic year thereafter.

** To enrol an over-age child with a disability, complete a disabled child coverage form and send to Sun Life within 31 days of the date the child reaches the age limit.

*** If no, please contact Human Resources, Pension & Benefit.

Note: Canadian Life and Health Insurance Association Guidelines (CLHIA) state: Covered dependant children must first claim from the plan covering the parent with the earlier date of birth in the calendar year.

5 - Voluntary accident insurance (Employee Paid)

Type of Plan: Single Only Family Plan

Benefit Amount Selected (Max Coverage \$500,000 (Units of \$10,000))

 I do not wish to purchase coverage

6A - Beneficiary information

 New Change No Change

Beneficiary for Life Insurance (including Supplemental Life), Business Travel Accident and Voluntary Accident Insurance (if applicable).

Last Name	First Name	Relationship to Employee	Percentage %

MUST EQUAL 100%

If you are nominating a beneficiary who is a minor (under age 18), you must complete SECTION 6C. According to legal requirements, Sun Life Assurance Company of Canada cannot pay benefits to beneficiaries who are minors, a TRUSTEE must be designated. If you do not nominate a beneficiary, the proceeds will be paid to your estate and therefore may be subject to estate taxes and creditors. In Quebec, if you name your legal spouse (married or civil union) as the beneficiary, this beneficiary will be irrevocable unless you check the revocable box. A revocable nomination can be changed at any time without the beneficiary's consent. You cannot change an irrevocable beneficiary nomination unless certain requirements are met. Revocable Beneficiary

6B - Appointing contingent beneficiaries

 New Change No Change

If there are no surviving beneficiaries at the time of my death, I declare that the following contingent beneficiaries shall receive the proceeds. If there are no surviving contingent beneficiaries at the time of my death, the proceeds shall be paid to my estate. Unless I specify otherwise, my contingent beneficiaries will apply to all my benefits.

Last Name	First Name	Relationship to Employee	Percentage %

MUST EQUAL 100%

In Quebec, if you name your legal spouse (married or civil union) as the beneficiary, this beneficiary will be irrevocable unless you check the revocable box: Revocable Beneficiary

6C - Nomination of trustee for minor beneficiary

If you wish to designate minor children (under the age of 18) as beneficiaries, a trustee must be designated. Any payments becoming due while the beneficiary(ies) is a minor are to be made payable to as trustee, or failing such trustee to the duly appointed guardian of such minor child as trustee. Payment to the trustee will discharge Sun Life Assurance Company of Canada. Details for Quebec residents will differ, please contact Human Resources.

Note: In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

7 - Signature for beneficiary designation and privacy authorization

Please read this section carefully

You must be authorized to disclose information about your spouse and dependants in order to enrol them in the Plan.

By enrolling in this Plan, I authorize the following:

1. This signature for beneficiary designation below reflects my genuine wishes for nominating a beneficiary for Life Insurance (including Supplemental Life), Business Travel Accident and Voluntary Accident Insurance (if applicable).
2. Sun Life Assurance Company of Canada, their agents and service providers to use and exchange information collected in this form to underwrite, administer, adjudicate claims, and deposit claim payments.
3. My Plan Sponsor, Ryerson University, to use the information collected in this form for benefits administration, to disclose my salary information and my Ryerson e-mail address to Sun Life Assurance Company of Canada and their agents and service providers for benefit administration and to make any necessary payroll deductions which may be required for benefit administration.

I declare that the information above is accurate and true. Inaccurate information may invalidate my claim.

Please print this document and sign

A photocopy or electronic version of this signature is not valid for recording beneficiary nominations.

Employee Signature _____

Date