

## Important Forms for Benefits

There will always be forms to deal with and here is a collection of links to the most important forms relating to your benefits. If you have a question about any of these forms contact the Administrative Ministries office at 225-346-1646 or [benefits@la-umc.org](mailto:benefits@la-umc.org).

<b>Health Insurance Forms</b>		
<a href="#">BCBS Enrollment, Change, Waiver Form</a>	Eligible clergy and laity	Enroll in coverage, add a dependent, change address, change name, waive initial coverage
<a href="#">BCBS Drop Dependent Coverage Form</a>	Covered clergy and laity	Drop a dependent from health insurance plan
<a href="#">United Concordia Claim Form – Dental (see below for instructions)</a>	Covered clergy and laity	File a claim with United Concordia for dental expenses incurred with non-network dentist (network dentist will file the claim for you) See below for instructions on how to use the form
<a href="#">United Concordia Claim Form – Dental Instructions</a>	Covered clergy and laity	Instructions on filing a claim for non-network dental (see above for claim form)
<a href="#">BCBS Claim Form - Medical</a>	Covered clergy and laity	File a claim with BCBS for medical expenses (includes vision)
<a href="#">BCBS Claim Form – Prescription</a>	Covered clergy and laity	File a claim with BCBS for prescription expenses
<a href="#">EFT - Church Benefits Authorization Form</a>	Church financial personnel	Authorize payments directly from church bank account for benefits' bill
<a href="#">EFT –Retiree Surv Spouse Health Deduction GBOPHB check</a>	Retired clergy and surviving spouses	Authorize the GBOPHB to deduct the health insurance premium from pension check
<a href="#">EFT –Retiree Surv Spouse Health Deduction LA Ann Conference</a>	Retired clergy and surviving spouses	Authorize the LA Annual Conference to deduct the health insurance premium from bank account
<b>Health Savings Account Forms</b>		
<a href="#">HSA Additional Deposit Form</a>	Church financial personnel	Send clergy payroll withholding for HSA to AHR
<a href="#">HSA Change Form</a>	Eligible clergy and laity	Make changes in address, name, contribution amounts
<a href="#">HSA Claim Form</a>	Eligible clergy and laity	Send in claims to be paid on the account (can also be done on-line)
<a href="#">HSA Eligibility for Contributions</a>	Eligible clergy and laity	Annual verification of eligibility to participate in an HSA

<a href="#">HSA Enrollment Form</a>	Eligible clergy and laity	Clergy or laity covered by the health insurance enrolling for an HSA
<b>Pension Forms</b>		
<a href="#">Before-Tax and After Tax Personal Contributions Agreement</a>	Eligible clergy and laity	Specify before and after tax UMPIP contribution amounts
<a href="#">Church EFT Benefits Authorization Form</a>	Church financial personnel	Authorize payments directly from church bank account for benefits' bill
<a href="#">Designation of Beneficiary for Retirement and Welfare Plans-Participant</a>	Eligible clergy and Laity	Name a beneficiary to receive retirement and other GBOPHB benefits in the event of participants death
<a href="#">Enrollment Form CRSP, UMPIP, CPP</a>	Eligible clergy	Clergy enrolling in CRSP, UMPIP, CPP
<a href="#">Enrollment Form UMPIP</a>	Eligible laity	Laity enrolling in UMPIP
<a href="#">Change Form for UMPIP</a>	Eligible laity and clergy	Clergy and laity already enrolled in UMPIP who wish to change their UMPIP amounts
<a href="#">Waiver of Participation CRSP</a>	Eligible clergy	To waive participation in CRSP by a clergy person serving less than full time
<a href="#">Waiver of Participation UMPIP</a>	Eligible clergy	For ¼ time clergy to waive participation in UMPIP after they have previously submitted a Before-Tax and After Tax Personal Contributions agreement
<b>Special Retiree Benefits</b>		
<a href="#">Moving Expense Voucher</a>	Clergy retiring	Submit claim for moving expenses paid for move when retiring