



VITAL HEALTH SAVINGS PLAN

Employee Enrolment/Change Form

PLAN ADDITION OR CHANGE			
Business Name		ASO Acct No.	
<input type="checkbox"/> New employee <input type="checkbox"/> Change <input type="checkbox"/> Termination		Date of Hire/Change/ Last Day of Work:	
Administrator's Signature:		Date	Agent ID (VHSP Use Only)
EMPLOYEE INFORMATION			
Name		Date of Birth (dd/mm/yyyy)	PHSP Acct No.
HOME ADDRESS			
Street		City	Prov Postal Code
PHONE		EMAIL ADDRESS	
Office	Home		
PLAN COVERAGE			
Employee Class _____		No. of Dependants _____	
<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family		<input type="checkbox"/> Y <input type="checkbox"/> N Monthly Amt \$ _____	
Dependants			Excess Medical & Emergency Travel Policy
Last name	First name	Date of Birth dd/mm/yyyy	
			<input type="checkbox"/> Choose one of: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family OR <input type="checkbox"/> We waive coverage because: <input type="checkbox"/> we have health insurance under another policy : Name of Insured _____ Family Member _____ Employer (if Group Policy) _____ <input type="checkbox"/> other reason: (Specify) _____ _____
REIMBURSEMENT			
<i>Claims may be reimbursed by cheque payable to the Employee at the address above or by deposit directly to the Employee's bank account specified below. Please attach a copy of a void cheque.</i>			
Name of Bank or Institution		FI Code _____	Branch Transit # _____
		Account Number	
Employee Signature		Date	
VHSP Use Only	Date Rec'd and Logged	Recorded <input type="checkbox"/> ASO Rec. _____ <input type="checkbox"/> PHSP C/F _____ <input type="checkbox"/> QB _____ <input type="checkbox"/> Ins _____	Checked: (Initials & Date)

Please ensure that enrolment/change form is signed and dated.

Mail to: Vital Health Savings Plan
122 Laird Drive, Suite 207
Toronto ON M4G 3V3

OR Fax to: Vital Health Savings Plan
416-498-8004

Telephone: 416-696-1864

Website: www.vitalbenefitplan.com

Email: cnickle@vitalbenefitplan.com