

General Synod, Associate Reformed Presbyterian Church

New Hire & Change Collection Form



*This form is to be completed by all ARPC churches and organizations with a new hire, part time and full time.

Full time employees = works 30 or more hours per week. Provide all requested documentation within 7 days of hire date to ensure timely enrollment in insurance benefits and return to Care@forumbenefits.com.

*Forum will contact the employee and provide login access to the MyForum online benefit enrollment portal. All full-time employees are required to log into MyForum to activate their coverage.

*If you have any questions, please contact Forum at 864-233-1101 or Care@forumbenefits.com.

A. EMPLOYER INFORMATION				
<input type="checkbox"/> New Hire <input type="checkbox"/> Change: _____ <input type="checkbox"/> Term Date: _____				
Date of Hire / Change	Church / Location / Code		Employment Status <input type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time	
Job Title	Marital Status	Pay Status <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Annual Earnings	Authorized to work & reside in US: YES

B. EMPLOYEE INFORMATION					
Last Name	First Name	MI	Date of Birth	Social Sec. #	
Street Address		Apt. #	City		State
Zip Code					
Gender	Marital Status	Email		Phone Number	

C. BENEFIT INFORMATION ~ Full Time Employees Only
<p>Please inform the Full-Time new hire that he/she will be receiving an email with login instructions on how to electronically sign up for benefits through our online portal, MyForum. This will include enrollment for Medical, Dental, Vision, Group Life, Dependent Life and Long Term Disability. It is very important that the new hire complete benefits timely in order to be enrolled by their effective date.</p> <p>Please also advise the new hire that dependent (spouse & child) information is <u>REQUIRED</u> to be entered on the online portal if they wish to receive the company paid Dependent Life policy. When the new hire is signing up for benefits online through MyForum, they will need to have all dependent demographic information readily available. This includes name, DOB, gender and SSN for all dependents.</p> <p>For any questions about online enrollment, the new hire can contact Forum by calling (864) 233-1101 or emailing care@forumbenefits.com.</p>

Submitter Name : _____	Submitter Title : _____
Submitter Signature: _____	Date: _____