

## Health Benefits Plan Enrollment for Active Employees (HBD-12) Instructions

Contact your agency's personnel office if you have questions about your health enrollment. To enroll or decline enrollment in the CalPERS Health Program or to make changes to your health plan, you must submit an HBD-12 form to your Health Benefits Officer (HBO). If you have more than five dependents, please complete another HBD-12 form. Your agency's personnel office will retain your original HBD-12 form and supporting documentation or affidavits in your employee file and will provide a copy to you.

### Section A: Application Information

Enter your basic information as indicated. If you are using your work zip code for health eligibility, please include your work zip code in part 8.

### Sections B & C: Type of Action and Type of Permitting Event

Select the type of action and your permitting event. Below is a list of permitting events and required documentation. The required documents in the table below are not inclusive; you may need to submit additional documentation upon your HBO's request.

| Permitting Event                            | Required Documentation                                                                           |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|
| New Employee                                | Health Benefits Plan Enrollment Form (HBD-12)                                                    |
| New Contracting Agency                      | Health Benefits Plan Enrollment Form (HBD-12)                                                    |
| Marriage or Domestic Partnership            | Marriage Certificate or Domestic Partnership from the Secretary of State's Office                |
| Delete Dependent Due to Death               | Death Certificate                                                                                |
| Divorce or Domestic Partnership Termination | Divorce Decree or Termination of Domestic partnership submitted to the Secretary of State Office |
| Move                                        | New address- Please provide your new address to your agency's personnel office                   |
| Birth/Adoption                              | Birth Certificate/ Adoption Paperwork                                                            |
| Open Enrollment                             | Health Benefits Plan Enrollment Form (HBD-12)                                                    |

### Section D: Subscriber and Dependent Information

List yourself and other dependents and the actions you are requesting (add or delete). Use the relationship codes to identify the type of dependents.

### Section E: Enrollment

To enroll in a CalPERS health plan, you must review the information and check the box in part 16. To decline enrollment in a CalPERS health plan, you must review the information and check the box in part 17. Sign and date the form in parts 18 and 19.

### Section F & G: CalPERS Privacy Notices

Please review these important privacy notices.

### Section H: Employer Use Only

Your agency's personnel office will complete this section.

### More Information

You can obtain health benefits publications, required forms, and other information about your CalPERS health benefits through our website at [www.calpers.ca.gov](http://www.calpers.ca.gov) or by calling CalPERS at **888 CalPERS** (or **888-225-7377**).



## Health Benefits Plan Enrollment for Active Employees (HBD-12)

Health Account Management Division  
P.O. BOX 942715  
Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY (877) 249-7442  
FAX (800) 959-6545  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

### SECTION A: Applicant Information

|                                                                                                                                          |  |                                |                            |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|----------------------------|-------------------------------------|
| 1. Employee Name: (First) (M.I.) (Last)                                                                                                  |  |                                | 2. Hire Date: (mm/dd/yyyy) |                                     |
| 3. CalPERS ID or Social Security Number:                                                                                                 |  | 4. Date of Birth: (mm/dd/yyyy) |                            | 5. Gender:<br>Male Female Nonbinary |
| 6. Physical Address: (Street) (City) (State) (ZIP) (County)                                                                              |  |                                |                            |                                     |
| 7. Mailing Address (If different): (Street) (City) (State) (ZIP) (County)                                                                |  |                                |                            |                                     |
| 8. Use Work ZIP Code for Health Eligibility: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter zip code here: (ZIP) |  |                                |                            |                                     |
| 9. E-mail Address:                                                                                                                       |  | 10. Primary Phone:             |                            | Alternate:                          |

### SECTION B: Type of Action

11. ☐ Enroll in a Health Plan ☐ Add/Delete Dependents ☐ Change Health Plan ☐ Cancel All Coverage ☐ Decline Coverage

### SECTION C: Type of Permitting Event

12. ☐ New Employee ☐ New Contracting Agency ☐ Marriage or Domestic Partnership Date (mm/dd/yyyy): ☐ Open Enrollment ☐ Move  
☐ Delete Dependent Due to Death ☐ Divorce or Domestic Partnership Termination ☐ Birth/Adoption ☐ Other:

13. Permitting Event Date: (mm/dd/yyyy) 14. Name of Health Plan: (If changing health plans, list new plan name)

### SECTION D: Subscriber and Dependent Information (List yourself and all of your dependents)

| 15. Name (First, M.I., Last) | Relationship Code *1 | Gender        | Date of Birth (mm/dd/yyyy) | CalPERS ID or Social Security Number | Action                                                       | Primary Care Physician |
|------------------------------|----------------------|---------------|----------------------------|--------------------------------------|--------------------------------------------------------------|------------------------|
|                              | SELF                 | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |
|                              |                      | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |
|                              |                      | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |
|                              |                      | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |
|                              |                      | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |
|                              |                      | M F Nonbinary |                            |                                      | <input type="checkbox"/> Add <input type="checkbox"/> Delete |                        |

\*1 Relationship Codes: S - Spouse DP - Domestic Partner NC - Natural Child SC - Step Child AC - Adopted Child DPC - Domestic Partner Child PCR - Parent Child Relationship

### SECTION E: Enrollment

16. To enroll, carefully review the information in this section and check the box:

☐ I ELECT TO ENROLL in (or MAKE CHANGES TO) a health benefits plan as indicated above and agree to authorize deductions from (1) my salary to cover my share of the cost of enrollment as it is now or as it may be in the future (2) my retirement allowance to continue health benefits coverage into retirement. I CERTIFY that the information provided herein is accurate and listed dependents are eligible family members as defined in the Public Employees' Medical and Hospital Care Act.

I VOLUNTARILY enroll into the selected Health Plan. I AGREE to read the associated Evidence of Coverage (EOC) and any subsequent EOCs in the following years to understand the benefits of the plan. The Subscriber and all eligible dependents agree to all the terms and conditions of the EOC and the Health Plan.

I UNDERSTAND that enrolling in certain health plans requires binding arbitration and that any dispute as to medical malpractice, that is as to whether any medical services rendered under this contract were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered, will be determined by submission to arbitration as provided by California Law and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. The parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury and instead are accepting the use of arbitration.

17. To decline, carefully review the information in this section and check the box:

☐ I DECLINE ENROLLMENT into the CalPERS Health Program for myself and my dependents.

I UNDERSTAND that if I choose to enroll at a later date, I must wait at least 90 days after I request enrollment or until the next Open Enrollment (OE) period before enrolling in the CalPERS Health Program. Furthermore, if I or my dependents involuntarily lose other health insurance coverage, I may request enrollment into the Program within 60 days from the date of lost coverage. If I do not request enrollment within 60 days, I must wait at least 90 days or until the next OE period before I can enroll. The effective date of coverage will be the first of the month following the 90 day waiting period or the OE effective date.

18. Employee Signature: EE Payroll Number: 19. Date: (mm/dd/yyyy)

## SECTION F: CalPERS Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

### Information Purpose

The information requested is collected pursuant to the Government Code Sections (20000 et seq.) and will be used for administration of Board duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to comply may result in the system being unable to perform its functions regarding your status.

Please do not include information that is not requested.

### SSN

Social Security numbers are collected on a mandatory and voluntary basis. If this is CalPERS first request for disclosure of your SSN, then disclosure is mandatory. If your SSN has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction / state contributions
3. Billing of contracting agencies for employee / employer contributions
4. Reports to the CalPERS system and other state agencies
5. Coordination of benefits among carriers

6. Resolve member appeals, complaints, or grievances with health plan carriers

### Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

### Your Rights

You have the right to review your membership files maintained by the system. For questions about this notice, our [Privacy Policy](#), or your rights, please write the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811 or call our Customer Contact Center at 888-CalPERS (888-225-7377).

## SECTION G: Privacy Information

Submission of the requested information is mandatory. The information requested is collected pursuant to the California Government Code (sections 20000 et seq.) and is used for administration of the CalPERS Board's duties under the Public Employees' Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Portions of this information may be transferred to other governmental agencies (such as your employer), physicians and insurance carriers but only in strict compliance with current statutes regarding confidentiality. Failure to supply the information may result in CalPERS being unable to perform its functions regarding your status.

You have the right to review your CalPERS membership files. For questions concerning your rights under the Information Practices Act of 1977, please contact the CalPERS Customer Contact Center at **1-888-CalPERS** (or 1-888-225-7377).

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency requesting an individual to disclose a Social Security account number to inform the individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. Section 111 of Public Law 101-173 requires group health plans to collect and provide member Social Security numbers for the coordination of federal and State benefits. Furthermore, the CalPERS health program requires each enrollee's Social Security number for identification purposes and to verify eligibility for benefits.

The CalPERS health program uses Social Security numbers for the following purposes:

1. Enrollee identification for eligibility processing and eligibility verification
2. Payroll deduction and State contribution for State employees.
3. Billing of contracting agencies for employee and employer contributions.
4. Reports to CalPERS and other state agencies.
5. Coordination of benefits among health plans.
6. Resolution of member complaints, grievances and appeals with health plans.

**IMPORTANT:** It is your responsibility to notify your personnel office when there are any changes in your family situation. Changes include domestic partnership termination, establishment of a parent-child relationship, acquisition of a dependent child, change of address, marriage, divorce, legal separation, and death. Failure to notify your personnel office may result in adverse consequences.

## SECTION H: For Employer Use

**Please retain original signed form and all supporting documentation or affidavits in employee file. DO NOT send to CalPERS.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 20. Agency Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 21. Date of Hire: (mm/dd/yyyy)         | 22. Retirement System: <input type="checkbox"/> CalPERS <input type="checkbox"/> CalSTRS <input type="checkbox"/> Other |
| 23. CalPERS Employer ID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 24. Division ID:                       | 25. Employee Bargaining Unit/Employee Group:                                                                            |
| 26. Payroll Office: <input type="checkbox"/> State Controller's Office <input type="checkbox"/> Non Central <input type="checkbox"/> Public Agency Billing                                                                                                                                                                                                                                                                                                                                                                                    | 27. Date Received by Employer:         | 28. Effective Date: (mm/dd/yyyy)                                                                                        |
| I hereby certify under the penalty of perjury that I am a duly appointed, qualified and acting Health Benefits Officer (HBO) of the above named agency, and the payment by the agency as provided by Section 22870-22905 of the Government Code is hereby approved. Final determination of eligibility for the enrollment action specified will be made by the Board of Administration, Public Employees' Retirement System, in accordance with the Public Employees' Medical and Hospital Care Act and the regulations implementing the Act. |                                        |                                                                                                                         |
| 29. Health Benefits Officer Signature/Date: )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 30. Health Benefits Manager Signature: | 31. Date: (mm/dd/yyyy)                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        | 32. Phone Number:                                                                                                       |
| 33. Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |                                                                                                                         |