

Enrollment and Change Form

Transaction

enrollment of new employee
change - select all that apply

Type of Change

employee class
single or family status
employee name change
employee address change
email address change
claims option change
termination date

Effective Date

for enrollment or change

Employee Class
Single or Family

for enrollment or change
for enrollment or change

Employee Name
Employee Name

current name
for name change

Street Address
City and Province
Postal Code
email address

for enrollment, or
for address change

Claims Options

claims payment by **Cheque**
claims payment by **Direct Deposit**

email address

refer to notes

note:
note:

required for Direct Deposit through VersaPay
must be different than for VersaPay invoicing

Employer

Company Name
Signing Officer

printed name

Current Date

Signature

signature of company signing officer

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