Pacific First - Change Form

Group # _____ Company Name: _____

Change in Coverage or Classification - Type of Change

T	Terminate (show last day worked)
C	Change in class - show old and new class and reason for change in comments column
S	Change in salary - show new salary in "Comments and Reasons" column
D	Change in Dependant status - show single or family for benefits affected with reason in comments column
N	Name change
A	new enrolments - attach completed enrolment forms
R	Reinstatement (Only if terminated less then 6months - show termination date under "Comments and Reasons")
O	Refusal of Benefits - Attach signed card - indicate reason for each Benefit being refused

Cert. No/ Sin	Employee's Name	Type of change	Date change is effective	Comments

Administrator's Signature Date

#6 - 1680 Gilmore Avenue Burnaby, BC V5B 1X2
Fax: 604-293-0344