

**BUILDING TRADES WELFARE BENEFIT FUND
585 STEWART AVENUE, SUITE 330
GARDEN CITY, NEW YORK 11530**

516 740-5319

FAX 516 740-5410

Re: Enrollment Cards Instructions

Welcome to the Building Trades Welfare Benefit Fund. In order that we may be able to process your benefit ID Cards, you are required to fully complete an enrollment card and supply the information requested below. Return the completed enrollment card and certificates to the Fund office at the address shown above. Failure to supply this information will only delay the process of your enrollment and issuance of prescription and medical benefit cards.

Please provide the following information on your Enrollment Card:

FRONT OF CARD

1. Enter your full name and current address;
2. Enter your Social Security Number (SSN); check the appropriate box for sex;
3. Enter your Date of Birth;
4. Enter your e-mail address and phone number;
5. Enter your Shop's Name and the Date you were Hired;
6. Check your Marital Status;
7. Enter your job class
8. Enter the requested information for your spouse and/or eligible dependents;

BACK OF CARD

9. If you are married, enter the date of your marriage and the City, State and Country where the marriage took place;
10. If you are divorced or legally separated, enter the date of the divorce/separation and check 'yes' or 'no' regarding any Court Orders to provide Health Coverage for your spouse or dependents;
11. If your spouse is employed, enter the information required related to your spouse's employment;
12. Complete the Beneficiary Information requested;
13. Sign and date the enrollment card;
14. **Attach a copy of your marriage license and a copy of your dependent children's birth certificates to add them as dependents.**
15. If you need any assistance with completing your enrollment card, please call the Fund Office at 516-740-5319