



# DENTAL AND VISION PLAN ENROLLMENT FORM

11301 Old Georgetown Road, Rockville, MD 20852-2800 • (301) 984-1440 • (800) 638-6589 • Fax (301) 816-0191

**To apply for coverage:**

1. Complete this Enrollment Form (type or print clearly).
2. Complete the Direct Debit Application to have your premium conveniently deducted from your checking or savings account on a monthly basis. **(Note:** Employees of ATFE, CBP, CIS, DEA, FBI, ICE, and USSS must complete the SAMBA Payroll Allotment Form 299 instead of the Direct Debit Application.)
3. Be sure that all forms are signed and dated.
4. Mail or fax the completed forms to SAMBA at the address or number listed above.

**MEMBER INFORMATION** (Please print)

Active employee     Retired

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

SSN: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Agency: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Check Here if  Office Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
New Address

E-mail: \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**COVERAGE TYPE** (Check one)

	<u>Biweekly Premium</u>	<u>Monthly Premium</u>
<input type="checkbox"/> Self	\$19.38	\$42.00
<input type="checkbox"/> Self + One	\$38.76	\$84.00
<input type="checkbox"/> Self + Family	\$58.15	\$126.00

**SELECT A PLAN OPTION**

- PPO** (If Self + One or Family coverage is selected, list eligible dependents below.)
- DMO** A DMO Dentist **must** be selected for you and each family member enrolling at the time this application is completed (space provided below). A different DMO Dentist may be selected for each family member. **For a list of current DMO Dentists in your area call 1-800-843-3661 or visit [www.SambaPlans.com](http://www.SambaPlans.com).**

**Note:** Your application must be received by the 10th day of the month to be enrolled for DMO coverage by the first day (or pay period) of the following month.

	Full Name	Date of Birth	Sex	DMO Dentist Name/ID#
MEMBER	_____	_____	_____	_____
SPOUSE	_____	_____	_____	_____
Child(ren) under age 26				
CHILD	_____	_____	_____	_____
CHILD	_____	_____	_____	_____
CHILD	_____	_____	_____	_____



Member Signature

Date



Mail or Fax Completed Form to:  
 SAMBA  
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 Rockville, MD 20852-2800  
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 Fax (301) 816-0191

**PRIVACY ACT STATEMENT**

The information collected on this form is authorized by 5 U.S.C. 5527, which authorizes disbursing officers to permit employees to make allotments of their pay under regulations issued by the Office of Personnel Management. The information will be used primarily to identify you in your agency's payroll system (by employee number) and to process the payment of the allotment. Other possible disclosures of the information would be to a court or a federal, state or local taxing authority.

Executive Order 9397 permits use of the Social Security Number (SSN) as the means of identifying individuals in personnel record systems. Furnishing your SSN or any other information on this form is voluntary. However, failure to provide your employee identification number (or SSN when it is used by your agency as the employee identification number) or any of the other requested data may result in your agency not being able to process your request.

**PART 1 – To be Completed by Employee**

1. Employee's Name (As Stated on Pay Check)	2. Employee Identification Number
3. Employee's Home Address (Number, Street, City, State & Zip Code)	
4. Employee Agency (Include Bureau, Division, Branch, or Other Designation)	5. Payroll Office Location (City, State)
6. Action Requested <input type="checkbox"/> New Allotment ..... \$ _____ <input type="checkbox"/> Increase Allotment to Total of ..... \$ _____ <input type="checkbox"/> Decrease Allotment to Total of ..... \$ _____ <input type="checkbox"/> Cancel Allotment for all Plans <input type="checkbox"/> Cancel Allotment only for Plans Listed Below:	7. Employee's Telephone Number
8. Employee's Account Number in the Financial Organization <b>0970192980</b>	
9. Recipient of Allotment (Name & Mailing Address) <b>M &amp; T Bank POST OFFICE BOX 64629 BALTIMORE, MD 21264-4629  TRN 052000113</b>	
10 <b>Authorization and Certification by Employee</b> You are hereby authorized, under 5 CFR 550.311 to take the action requested above with respect to deductions from salary or wages due me in the amount specified in Item 6, which are for remittance to the individual/organization, as designated in Item 9, which is SAMBA's banking institution. This authorization shall also apply to any and all changes in my SAMBA allotment when certified by SAMBA as necessary and in accordance with the SAMBA plans in which I am enrolled. I understand that this allotment will continue until SAMBA receives and processes my written notice of cancellation.  I agree that the agency shall be held harmless for any erroneous allotment deduction made pursuant to this authorization. Any disputes regarding this allotment shall be a matter between me and the individual/organization designated in Item 9 to receive the remittance.  _____ Signature <span style="float: right;">Date Signed</span>	

**PART 2 – To be completed by Organization/Individual Receiving the Allotment**

*(Complete this part for a new allotment. It may be completed for changes to, or cancellations of, an existing allotment determined by agency policy.)*

11 <b>Acknowledgment and Certification by Recipient of Allotment</b> We, the above-designated financial organization, hereby agree to act as agent of the above-named Government employee.	
_____ Authorized Signature	<b>VICE PRESIDENT</b> _____ Title

As requested above, the amount allotted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable, to the designated financial organization.