

## Employer Disability Initial Administration Enrollment Form Voluntary Plans

Name of parish/institution \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Name of parish treasurer/administrator \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

### Select a Product

#### Short Term Disability Plan (lay employees only)\*

Employee is purchasing coverage through the employer      Yes      No

#### Employee-paid Long Term Disability Plan (voluntary)

25% or 50% benefit options

*(Employees must individually select their benefit option of 25% or 50% on the Employee Data Collection Form)*

Only clergy

Only lay employees

Both clergy and lay employees

### Coverage Effective Date

Employers can apply for coverage at any time. However, if accepted, the coverage effective date will always be on the first of the month following the date that coverage is requested.

By my signature below, I hereby certify to the best of my knowledge that the parish/institution listed has not previously offered to its employees the following disability insurance plans sponsored by the Church Pension Group: Short Term Disability or Employee-paid Long Term Disability (voluntary).

Parish treasurer/administrator signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail completed and signed form to: **Church Pension Group**  
19 East 34th Street  
New York, NY 10016  
Attn: Angelica Merola

*\*The short term plan is for lay employees only. Clergy already have this benefit through their pension plan.*

*The Church Pension Group is a trade name under which The Church Pension Fund and its affiliates serve the needs of The Episcopal Church community and does not, itself, issue insurance policies.*

*Except for The Church Pension Fund Clergy Short Term Disability Plan, which is a self-funded benefit provide by The Church Pension Fund, short term and long term disability insurance policies are underwritten and issued to eligible clergy and lay employees by Liberty Life Assurance Company of Boston, NAIC No. 261925, Boston Massachusetts as Policy Number GD3-810-261925-02/GF3-810-261925-04. Such disability policies do not provide basic hospital, basic medical or major medical insurance.*

*Detailed policy descriptions are available on the Church Pension Group website – [www.cpg.org](http://www.cpg.org)*

*The Church Pension Group retains the right to amend, terminate or modify the terms of any benefit plans described in this document at any time, without notice and for any reason. In the event of a conflict between the information contained in this document and the official plan documents, the official plan documents will govern.*