Town of Needham
Health Insurance and Benefits Acknowledgements

Name: _____ **Title/Dept**: _____

By signing below, I acknowledge that upon hire **I have 30 calendar days** to enroll in or decline health insurance and other benefits to which I may be eligible. I understand that with either decision, I must sign and submit an enrollment form or declination form to the Human Resources Department. **A failure to submit anything within 30 calendar days of my hire date, signifies a declination of all benefits**. I also understand that if I do not have health insurance I may be responsible for the full costs of all medical treatment, and that I may forfeit all or a portion of my Massachusetts personal tax exemption and be subject to other penalties pursuant to M.G.L c. 111M.

I understand that the Town deducts premiums one month in advance of coverage and additional premiums due upon initial enrollment will also be deducted from my first pay period(s) issued. I also understand that if my premiums are not deducted correctly from my pay it is my responsibility to notify my Human Resources Department, and I will be responsible for all back premiums. If I am unpaid at any time during my employment, I understand that it is my responsibility to contact Human Resources to arrange for prompt payment of benefits, and if I do not, I risk termination of coverage unless full payment of back premiums is made.

Finally, I certify that I have been provided a copy of, read and understand the following Town of Needham notices regarding health insurance:

1. 125 Plan Summary Document
2. Affordable Care Act - Market Place Notice
3. CHIP Notice
4. HIPAA Privacy Notice
5. COBRA Notice
6. HIPAA Special Enrollment Rights
7. Notice of Patient Protections
8. Women's Health and Cancer Rights Act (WHCRA)
9. Summary of Benefits and Coverage (SBCs) Notice

Signature:_____ **Date:**_____

☐ ***Electronic Signature*** - By clicking this you agree that the electronic signature appearing above is the same as handwritten signature for the purposes of validity, enforcability and admissibility