



Health Shared Services Saskatchewan - 3sHealth
 Employee Benefits
 700-2002 Victoria Ave
 Regina, SK S4P 0R7
 T. 306-347-5519 F. 306-347-5910
 Toll Free: 1-866-278-2301

Group Life Waiver

Basic Information Form for non-3sHealth LTD Plans

PART 1 – EMPLOYEE INFORMATION

Employee's Name	BID#	Date of Birth	(dd / mm / yy)
Address			
Position #1 Title :		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
Date employee last worked	(dd / mm / yy)	Date employee last paid	(dd / mm / yy)
Position #2 Title :		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
Date employee last worked	(dd / mm / yy)	Date employee last paid	(dd / mm / yy)
Position #3 Title :		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
Date employee last worked	(dd / mm / yy)	Date employee last paid	(dd / mm / yy)
Check the life insurance coverage the employee is enrolled: <input type="checkbox"/> Basic Life <input type="checkbox"/> Option Life <input type="checkbox"/> Optional AD&D			
Employee is a member of which pension plan: <input type="checkbox"/> SHEPP <input type="checkbox"/> PEPP <input type="checkbox"/> PSSP <input type="checkbox"/> CIVIC <input type="checkbox"/> LAPP <input type="checkbox"/> Other			

PART 2 – EMPLOYER INFORMATION

Employer	Organization Number
Contact Name	Signature

- Please send this form and a copy of the non-3sHealth LTD approval letter to ebp@3sHealth.ca
 - Group Life Waiver approvals will be completed in 7 business days
 - 3sHealth will send a confirmation of benefits letter to the employee, employer and the applicable union
- Employers must notify 3sHealth immediately if the employee returns to work or their non-3sHealth LTD claim closes

3sHealth Employee Benefits is committed to protecting the privacy of your personal information. We collect and use your personal information to determine your eligibility for coverage and to administer the benefit plans. We limit access to your personal information to 3sHealth Employee Benefits staff, to any third party authorized by 3sHealth who requires it to administer your benefits, to persons to whom you have granted access, and to persons authorized by law.