

Where do you get a Statement of Health form?

Whether you are a new benefits eligible MIT employee enrolling in Supplemental Life Insurance and/or Spouse Dependent Life Insurance for the first time or an employee adding or changing your existing enrollment, you must first complete and submit the appropriate MetLife Insurance Enrollment/Change form to the MIT Benefits office. If you are a new benefits eligible MIT employee enrolling within 31 days of your hire date/eligibility change date, you should consider using the Employee Self Service (Atlas) link to enroll in your MIT Benefits <https://atlas.mit.edu>

The MIT Benefits office will review your completed MetLife Insurance Enrollment/Change form (or online enrollment) and, if appropriate, the MIT Benefits Office will send you a Statement of Health form. You are responsible for completing and sending the Statement of Health to MetLife.

Do you need a Statement of Health?					
Look on the table below for your employee status, insurance type and coverage level					
<i>Insurance Type =></i>	Supplemental Life Insurance (employee)		Spouse Dependent Life Insurance		Dependent Child(ren)
<i>Coverage level =></i>	<i>Up to 3x base and under \$500,000</i>	<i>Over 3x base or over \$500,000</i>	<i>\$50,000</i>	<i>\$100,000</i>	<i>\$10,000***</i>
New benefits eligible employee	No	Yes	No	Yes	No
Employee (any time change)	Yes*	Yes*	Not Available	Not Available	Not Available
Employee (Open Enrollment)	Yes*	Yes*	Yes*	Yes	No
Employee (Qualifying Life Event**)	Yes*	Yes*	Yes* (except marriage)	Yes	No

*Statement of Health is not required if change is a reduction to existing coverage amount.

**Qualifying Life Event must be consistent with the requested change (i.e. marriage/divorce – add new/change existing spouse coverage; birth/adoption – enroll new dependent child.)

*** Coverage begins at \$100 per enrolled child age 15 days to 6 months.

View additional life insurance information including benefit options, rates, Enrollment/Change Forms and Beneficiary Form on the MIT Benefits website <http://hrweb.mit.edu/benefits/life-other-insurance>

You may also contact the MIT Benefits office for assistance with your benefits questions.

MIT Benefits Office (Cambridge Campus)

Building NE49-5000
77 Massachusetts Avenue
Cambridge, MA 02139
Telephone: (617) 253-6151
Fax: (617) 253-2694
TTY: (617) 258-9344
E-mail: benefits@mit.edu

Lincoln Laboratory Human Resources Office

Building S2-170
244 Wood Street
Lexington: MA 02420-9108
Telephone: (781) 981-7055