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](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

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Supplemental Life Insurance (employee)</th>
<th>Spouse Dependent Life Insurance</th>
<th>Dependent Child(ren)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage level</td>
<td>Up to 3x base and under $500,000</td>
<td>Over 3x base or over $500,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>New benefits eligible employee</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Employee (any time change)</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Not Available</td>
</tr>
<tr>
<td>Employee (Open Enrollment)</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes*</td>
</tr>
<tr>
<td>Employee (Qualifying Life Event**)</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes* (except marriage)</td>
</tr>
</tbody>
</table>

*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](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)**

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(07/16)