NEW YORK STATE | **Department of Civil Service**
Employee Benefits Division

PS-503 (6/2025)

NYSHIP Health Insurance Transaction Form for Participating Agencies (PAs)
Department of Civil Service, Albany, NY 12239

INSTRUCTIONS: Read and complete both pages. Please print, check the appropriate choices and sign/date the document.

1–11 EMPLOYEE INFORMATION

1. Last Name First Name MI

2. Social Security Number **3.** Gender ☐ F ☐ M ☐ X

4. Permanent Address Street City State Zip

5. Mailing Address *(If different)* Street City State Zip

6. Date of Birth **7.** Telephone Primary ( ) Work ( )

8. Personal Email Address

9. Marital Status ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated Marital Status Date

10. Covered under Medicare?

☐ Self Medicare ID Number _____ Date _ _ / _ _ / _ _ _ _

Is the enrollee reimbursed for Medicare by another entity? ☐ No ☐ Yes

☐ Dependent Dependent Name _____

Medicare ID Number _____ Date _ _ / _ _ / _ _ _ _

Is the dependent reimbursed for Medicare by another entity? ☐ No ☐ Yes

11. Is any of this information new? ☐ No ☐ Yes Box Number(s) _____ Effective Date of Change _ _ / _ _ / _ _ _ _

12 ELECT COVERAGE

Enroll in New York State Health Insurance Program (NYSHIP)

Individual Enrollment ☐ Empire Plan

Family Enrollment *(Complete Box 13)* ☐ Empire Plan

☐ Decline New York State Health Insurance Plan (NYSHIP) Coverage

13 DEPENDENT INFORMATION

Must provide when enrolling or opting-out of NYSHIP family coverage
(You may attach the PS-404S Additional Dependent Information Supplement if necessary.) Date of event _ _ / _ _ / _ _ _ _

CHECK ALL THAT APPLY: ☐ Add ☐ Remove ☐ Update

Last Name _____ First Name _____ MI ____ Relationship _____

Date of Birth _____ Gender ☐ F ☐ M ☐ X Social Security Number _____

Address *(if different)* _____

CHECK ALL THAT APPLY: ☐ Add ☐ Remove ☐ Update

Last Name _____ First Name _____ MI ____ Relationship _____

Date of Birth _____ Gender ☐ F ☐ M ☐ X Social Security Number _____

Address *(if different)* _____

☐ If you have additional dependents, please check this box and attach PS-404S with their information.

14 NOTIFICATION PREFERENCES

To change how you receive NYSHIP publications, select one option below. If no option is selected, you will continue to receive mail only. A valid personal email is required for email delivery. Some communications must be sent by mail.

☐ I would like to receive publications by email only. ☐ I would like to receive publications by email and mail.

15 CHANGE OR CANCEL EXISTING COVERAGE

15A. Change Coverage Qualifying Event:_____ Date of Event _ _ / _ _ / _ _ _ _

☐ **Change to FAMILY** *(Complete Box 13 on page 1)*

- ☐ Marriage
- ☐ Domestic Partner
- ☐ Newborn
- ☐ Request coverage for dependents not previously covered
- ☐ Previous coverage terminated *(proof required)*
- ☐ Other_____

☐ **Change to INDIVIDUAL**

- ☐ Divorce
- ☐ Termination of Domestic Partnership *(Attach completed PS-425.4)*
- ☐ Only dependent ineligible due to age
- ☐ I voluntarily cancel coverage for my dependents
- ☐ Only dependent died
- ☐ Other_____

15B. Voluntarily Cancel Coverage: Event/Reason_____ Date of Event _ _ / _ _ / _ _ _ _

16 RETIREMENT/VESTEE STATUS

I understand the requirements for continuing coverage as a retiree or vestee and wish to:

☐ **Continue** my coverage ☐ **Cancel** my coverage.

17 DONATE LIFE REGISTRY ELECTION

You must fill out the following section. This question must be answered each time the form is filled out.

Would you like to be added to the Donate Life Registry? ☐ Yes ☐ Skip this question

By indicating yes in response to the question asking if you would like to be added to the Donate Life Registry, you are certifying that you are 16 years of age or older, consenting to donate your organs and tissues for the purposes of transplantation and research in the event of your death and authorizing NYSHIP to share your name and identifying information with the Registry.

ID Number on New York State Driver License, Learner Permit, or Non-Driver ID Card _____

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information you provide on this application is requested in accordance with Section 163 of the New York State Civil Service Law for the principal purpose of enabling the Department of Civil Service to process your request concerning health insurance coverage. This information will be used in accordance with Section 96 (1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may interfere with our ability to comply with your request. This information will be maintained by the Director, Employee Benefits Division, Department of Civil Service, Albany, NY 12239; (518) 473-1977. For information relating only to the Personal Privacy Protection Law, call (518) 457-9375. For information related to the Health Insurance Program, **contact your Health Benefits Administrator**. If, after calling your Health Benefits Administrator, you need more information, please call (518) 457-5754 or 1-800-833-4344 between the hours of 9:00 a.m. and 4:00 p.m.

AUTHORIZATION

Pursuant to the following Sections of NYS Retirement and Social Security Law: 110-a; 110-b; 110-c; 110-d; 410-a; 410-b or 410-c, I hereby authorize the NYS Department of Civil Service (DCS) to deduct an amount from my monthly retirement allowance from the New York State and Local Retirement Systems (NYSLRS) to cover any deductions for insurance premiums payable on behalf of DCS. Authorization is given to make any future adjustment deductions and/or changes DCS certifies to NYSLRS as necessary in the amount of such insurance premiums. I understand that all requests to begin, modify, or revoke deductions must be submitted to my current/former agency and provided to DCS. This authorization shall remain in effect until revoked by me by written notice or until otherwise revoked pursuant to law.

I understand that if my coverage is declined or canceled, I may subject myself and/or my dependents to waiting periods if I decide to enroll at a later date and may forfeit the right to such coverage after leaving State service (vest, retirement, etc.). I am aware of how to obtain a current *Summary of Benefits and Coverage* for the NYSHIP option I have selected. I understand that my failure to provide required proof(s) within 30 days may delay the availability of benefits for me or any dependent for whom I fail to provide such proof. Any person who makes a material misstatement of fact or conceals any pertinent information shall be guilty of a crime, conviction of which may lead to substantial monetary penalties and/or imprisonment, as well as an order for reimbursement of claims.

I certify that the information I have supplied is true and correct. I hereby authorize deduction from my salary or retirement allowance of the amount required, if any, for the coverage indicated above.

▶ **Employee Signature** ***(Required)*** _____ **Date** _ _ / _ _ / _ _ _ _

AGENCY/EBD USE ONLY

Action/Reason	Date of Event	Hire Date	Date of 1st Eligibility	Percentage Working	Agency Code

Eligibility Lost Date	Retirement System	Retirement Tier	Registration #	Date Entered on NYBEAS	Effective Date

Change Retiree Payment Status to: ☐ Pension Deduction (Rate: _____ / _____) Direct Payment to Agency

▶ **HBA Signature** ***(Required)*** _____ **Date** _ _ / _ _ / _ _ _ _