



**POLICYHOLDER REQUEST CHANGE FORM**

Any changes requested on this form must be authorized by the policyholder's signature and date. Premium changes are not to be made by by Payroll Department until adjusted billing is received from Pacific Educators, Inc. this is to request the following:

\_\_\_\_\_ Change Name From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Send Change of Beneficiary Form for \_\_\_\_\_  
 (Plan of Insurance)

**Cancel Coverage**

_____ Life Insurance	Policy # _____	_____ Self
_____ Hartford Life	_____	_____ Spouse
_____ Fidelity Security Life	_____	_____ Child or Children
_____ Cancer Insurance	_____	Names _____
_____ Income Protection (Disability) Insurance	_____	_____
_____ Fidelity Security Life - Classified	_____	_____
_____ Fidelity Security Life - Certificated	_____	_____

**Decrease Coverage**

_____ Life Insurance*	Policy # _____
_____ Hartford Life - Decrease Coverage on Employee from Plan _____ to Plan _____	_____
_____ Hartford Life - Decrease Coverage on Spouse from Plan _____ to Plan _____	_____
_____ Fidelity Security Life - Decrease the Following:	_____
Coverage on Employee from _____ Units to _____ Units	
Coverage on Spouse from _____ Units to _____ Units	
Coverage on Children from _____ Units to _____ Units	

\*Before any decrease can be processed, your existing policy must be attached to this form. If you are unable to locate your existing policy, please check the appropriate box on the "Certificate of Lost or Destroyed Policy" form (see reverse side) and complete this form.

_____ Cancer Insurance From Plan _____ to Plan _____	
_____ Income Protection (Disability) Insurance	Policy # _____
_____ Fidelity Security Life - Certificated	_____
Decrease Monthly Benefit From \$ _____ To \$ _____	
_____ Fidelity Security Life - Classified	_____
Decrease Monthly Benefit From \$ _____ To \$ _____	
_____ Change From With Maternity Coverage to Non-Maternity Coverage	
_____ Change Elimination Period From _____ Days To _____ Days	
_____ Reduce Benefit Period From 2 Years To 1 Year	

School District \_\_\_\_\_

Name Of Employee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 ( Is this an address change? \_\_\_\_\_ )

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

REQUEST FOR SERVICE  
Please complete and return to  
PACIFIC EDUCATORS, INC.  
2808 E. KATELLA AVE., STE 101  
ORANGE, CA 92867

INSURED \_\_\_\_\_

POLICY # \_\_\_\_\_

TYPE OF INSURANCE \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

**ADDRESS / NAME CHANGE**

\_\_\_\_\_ CHANGE ADDRESS TO \_\_\_\_\_  
Street / P.O. Box / Apt. #

\_\_\_\_\_ City State Zip

\_\_\_\_\_ CHANGE NAME FROM: \_\_\_\_\_  
TO \_\_\_\_\_

**CERTIFICATE OF LOST OR DESTROYED POLICY**

\_\_\_\_\_ I certify that the above mentioned policy has been lost or destroyed and that it has not been assigned, or in any other manner transferred. In consideration of the Company granting the request, I hereby agree to indemnify and hold harmless the Company from any and all losses or injuries which it may incur as a result of granting this request. If the original is found, the duplicate will be returned to Pacific Educators, Inc.

**I REQUEST THAT THE ABOVE CHANGES BE MADE**

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE