



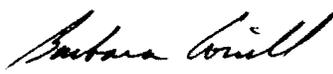
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ADMINISTRATOR
BARBARA CORIELL

December 9, 2011

TO: All State and County Employees

FROM: Barbara Coriell, Administrator 

SUBJECT: Adding Civil Union Partners to Your Health Benefit Plans

Starting January 1, 2012 employees will be able to cover civil union partners and their eligible civil union partner's dependents under their medical, prescription drug, dental, vision and chiropractic plans. Below are the procedures employees must follow to add civil union partners and civil union partner's dependents.

1. Employees must complete the EC-1 Enrollment Form (EC-1H for employees enrolled in the HSTA VB plans). The EC-1 and EC-1H are available at EUTF's website at eutf.hawaii.gov
 - a. In Section 1, after completing your name, address, phone number, etc., check the box next to "Mid-Year Qualifying Event" and write on the line beneath it "Civil Union". Next to "Event Date", write in the date of your civil union. Below that, check the appropriate box regarding "IRS Qualified" or "Not Qualified".
 - b. In Section 2, select the start date of coverage for your civil union partner and/or eligible civil union dependent(s).
 - c. In Section 3, check all the plans you are currently enrolled in (you may not change plans).
 - d. In Section 4, check the "Add" box and write in all the information required regarding your civil union partner and civil union partner's dependents if you wish to cover them.
 - e. In Section 6, sign your name and date the form.
 - f. Attach a copy of:
 - i. Your civil union **certificate** issued by the State of Hawaii Department of Health (printed copies of the temporary on-line certificate are acceptable)
 - ii. Signed "EUTF Declaration of Domestic/Civil Partnership" (available at EUTF's website)
 - iii. Notarized Affidavit of "Dependency" for Tax Purposes (available at EUTF's website)
 - iv. PCP Election Change Form (available at EUTF's website)

- g. Turn the EC-1 or EC-1H with supporting documents into your personnel office.
2. **The EC-1 or EC-1H MUST be turned into your personnel office no later than 30 days from the date the civil union ceremony was conducted.** As such, you should discuss with your civil union performer whether he/she is able to enter the civil union event on-line with the Department of Health. If your civil union performer is not able to enter the event on-line, you may not receive your civil union certificate in time to attach to your EC-1/EC-1H. If your EC-1/EC-1H is received by your personnel office later than 30 days from the date of the civil union ceremony, you must wait until the next open enrollment to enroll your civil union partner and/or eligible civil union dependent(s).

For questions about civil unions, please visit Department of Health's website at Hawaii.gov/doh. Also refer to the EUTF website for additional Frequently Asked Questions as new questions arise.