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Pacific Blue Cross (PBC) Beneficiary Forms Required

Human Resources is currently working on transferring Menno Home HEU members Extended Benefits Package from Manulife to Pacific Blue Cross as per the HEU Agreement.

The goal is to have the effective date of the new benefits November 1, 2022.

The new program requires all eligible, regular full-time and part-time team members to complete a Beneficiary Form. You can find this form in the Staff Lunch/Break rooms and online at: <https://www.hbt.ca/News-and-Resources/Pages/AllFormsGuidesManuals.aspx>

Go to the link and scroll down to Appointment/Change of Beneficiary Forms (close to bottom of page). Choose 2nd; Appointment/Change of Beneficiary for Group Life and AD&D.

*On the form leave the Benefits Identification Number **blank**, and under Name of Employee Group and Class Code write: **HEU/FACIL Class Code: 001**
Beneficiary Type definitions located at bottom of online form or 2nd page of hard copy.*

It is very important these forms are completed and submitted to HR right away. Failure to submit by the effective date will mean you do not have the Life Insurance Benefit as of November 1, 2022.

To ensure you are covered by November 1, 2022, please submit the completed Beneficiary form to Human Resources by **October 7, 2022**.

Thank you,

Jeanette Lee

Director, Human Resources