

Applying is easy!

Just follow these simple instructions. **Send no money now.**

Complete the **Enrollment Form** if you are a ***new faculty and staff*** or a ***faculty and staff*** who is enrolling during the initial enrollment period.

TIPS

1. Fill in each section carefully, answering each question completely. If any parts are left blank, we cannot process your enrollment form.
2. Select the **ONE** Lifetime Maximum and Daily Maximum Benefit you prefer (**ONE of each only**).
3. Read and sign Section 4.
4. We may telephone you if we are unsure about any information and are very grateful for your cooperation.
5. Return your application in the enclosed envelope to: CNA Insurance, P.O. Box 946760, Maitland, FL 32794-9776.
6. We will send your certificate via First Class Mail.
7. Your premiums will be deducted from your paycheck.

Complete the **Short Form Application** if you are an ***faculty and staff*** who is applying after the initial enrollment period or the ***spouse*** of an faculty and staff who is applying at any time.

TIPS

1. Fill in each section of the application carefully, answering each question completely. If any parts are left blank, we cannot process your application.
2. The faculty and staff and spouse should complete his or her own application.
3. Select the **ONE** Lifetime Maximum and Daily Maximum Benefit you prefer (**ONE of each only**).
4. ***If you are an faculty and staff***, complete Sections 1 through 5. Read and sign Sections 4 and 6.
5. ***If you are a spouse***, complete Sections 1 through 5. Be sure to include the faculty and staff's name and social security number in Section 3. Then read and sign Section 6. The faculty and staff must read and sign Section 4.
6. We will inform you by mail whether you have been accepted. If accepted, we will send your certificate via First Class Mail.
7. Premiums will be deducted from the faculty and staff's paycheck.
8. Return your application in the enclosed envelope to: CNA Insurance, P.O. Box 946760, Maitland, FL 32794-9776.

Questions?

Just call a CNA Customer Service Representative at
1-800-266-2904

