

**DIOCESE OF WINONA-ROCHESTER**  
**ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE**

**Participation and Form Directions**

Administered by Mutual of Omaha

Eligible employees are those who work at least 20 hours a week or at least one-half academic load during the plan year. Temporary employees are not eligible. All eligible employees **must** be enrolled in AD&D insurance. The premium is paid 100% by the employer. Employees are insured on the 1<sup>st</sup> of the month coincident with or following the date of hire.

**FORMS REQUIRED TO ENROLL AN EMPLOYEE:**

**1. Beneficiary Form B-1**

PURPOSE: To designate person(s) to receive benefits upon death of policy holder.

**2. Summary**

Each employee is to be given a copy of the 24-Hour Accident Insurance Summary that describes the benefits of the AD&D insurance.

**FORMS REQUIRED TO MAKE CHANGES TO EXISTING EMPLOYEES:**

**1. Beneficiary Form B-1**

Employee should complete a new Beneficiary Form (B-2) for changes in beneficiaries or a name change.

**2. Salary Changes**

Upload any changes in employee annual salary as needed and at least annually to the Diocese of Winona-Rochester Benefits.

**FORM REQUIRED TO FILE AD&D CLAIMS:**

**Claim for AD&D Benefit**

The employer should contact the diocese and the appropriate claim for benefits form will be provided.

**FORMS REQUIRED FOR TERMINATING EMPLOYEES:**

**No form is required.** The AD&D stops when the employee's employment terminates.