



# STEPHENS COUNTY

## BOARD OF COMMISSIONERS

P.O. Box 386  
Toccoa, Georgia 30577

Telephone (706) 886-9491  
Fax (706) 886-2185

### NEW HIRE NOTIFICATION TO MSI BENEFITS FOR ENROLLMENT OF INSURANCE BENEFITS

Please fill in the information below to be provided to MSI Benefits. This is our broker **for medical, dental, vision and life insurance**. The waiting period for Employee benefits is the 1st of the month following 60 days of employment. You will be contacted by MSI to choose your enrollment options.

NAME

SOCIAL SECURITY NUMBER

STREE ADDRESS

CITY

STATE

ZIP CODE

DATE OF BIRTH

GENDER

PRIMARY PHONE NUMBER (Cell/Home)

ALTERNATE PHONE NUMBER (Cell/Home/Other)

EMAIL ADDRESS **(REQUIRED)**

EMPLOYEE SIGNATURE

DATE

WITNESS

### **FOR USE BY HR DEPARTMENT ONLY:**

DEPARTMENT

JOB CLASSIFICATION