

# TOBACCO ATTESTATION FORM

Whether or not a tobacco user, **every participant is required to complete and sign the below affidavit** to certify that he or she is tobacco-free, OR a tobacco user who will complete the Wellworks For You Tobacco Cessation e-Learning Series (considered a Reasonable Alternative Standard) to qualify for the **Premium Discount in 2024**. It is the **participant's responsibility** to submit the Tobacco Attestation Form as part of the wellness program to be returned to Wellworks For You, as outlined below, by **November 15, 2023**.

To provide participants with faster updates, an automated process may be used to extract the data on this form. **Please ensure this form is filled out accurately, legibly, and text is aligned before submitting.**

## CONTACT INFORMATION

COMPANY NAME: Hoffman Auto

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ ☐ MALE ☐ FEMALE

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SELECT ONE: I am the ☐ Employee ☐ Spouse *If spouse, please name employee: \_\_\_\_\_*

## TOBACCO STATUS (PLEASE CHECK ONE)

- ☐ I do **not** use tobacco products including cigarettes, cigars, chewing tobacco, as well as electronic nicotine delivery systems such as e-cigs, vaping, or any other nicotine product and promise not to use these products during this benefit year. I understand that I may be subject to tobacco-use testing.
- ☐ I currently **use** tobacco products, but will be completing the **Wellworks For You 6-week Tobacco Cessation e-Learning Series** by **November 15, 2023**.

### How to Complete the Tobacco Cessation 6-week e-Learning Series:

You must login to your Wellness Portal account, select the Portal **MENU** option and navigate to the **e-Learning** page and select **e-LS: Tobacco Cessation**. After completing the Pre-Module Survey, Module 1 will unlock. Beginning with Module 1, you must watch each video and then complete the quiz associated with each module. You must pass each quiz with a score of 70% or above to move on to the subsequent Module. Each Module will unlock after exactly one week of passing a Module's quiz. After you complete Module 6, you must complete and save the Post-Module Survey. You must begin this program (including all quizzes and surveys) no later than **October 4, 2023** to complete the program in its entirety by **November 15, 2023**.

## PLEASE SIGN BELOW

I understand this is a legally binding document and I attest that the above information is accurate to the best of my knowledge. This attestation form is not complete unless I have checked a box in the Tobacco Status section that is relevant to me and have signed and dated the form below.

\_\_\_\_\_  
Signature of Participant (Required)

\_\_\_\_\_  
Date

## SUBMIT YOUR COMPLETED FORMS BY NOVEMBER 15, 2023

All forms should be submitted to the Wellworks Forms Department. Submit your completed forms in one (1) of the following ways.

- **Upload to Portal:** Click the **Upload a Form** tile from the homepage or via the menu page. Select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.
- **Upload to Mobile App:** Tap the event that you are submitting a form under the **Home** tab. On the following screen, tap the **Select Document** button to take or upload a photo of your form. Once your form data has been captured, tap **Submit My Forms**. Users are limited to **one (1)** file per submission.

**PLEASE NOTE:** Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.