COBRA/Direct Billing Contact Information

CLIENT NAME**:** Click or tap here to enter text.

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| --- | --- | --- |
| New Client | Update/Change | Termination |

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| COBRA Invoices  **To Receive & Pay Invoices** | |  | COBRA Remittance  **To Receive & Deposit Remittance** | |
| Payment Method | Choose an item. |  | Payment Method | Choose an item. |
| Company Name | Click or tap here to enter text. |  | Company Name | Click or tap here to enter text. |
| Attn | Click or tap here to enter text. |  | Attn | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |  | Address | Click or tap here to enter text. |
| City, State ZIP | Click or tap here to enter text. |  | City, State ZIP | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |  | Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |  | Email | Click or tap here to enter text. |
| Invoices are sent at the beginning of the month for that month. | |  | Remittance payments are sent the last week of the month and include payments from the prior month.  To download a corresponding Remittance Report, please use the COBRA portal **[Reports-Accounting Reports-Remittance**]. | |
| Broker of Record | |  | BOR Changes | |
| Broker Firm Name | Click or tap here to enter text. |  | Please submit all BOR changes to the dedicated COBRA/Direct Bill administrator assigned to the account prior to the 20th of the month.  Your notification must include an effective date of the change (below) and any NEW broker contact information, if applicable.  \***Please forward BOR letter.**  Does this change affect all plan(s) with BRI? Choose an item.  Effective Date of Change: Click or tap to enter a date. | |
| Broker Contact Name | Click or tap here to enter text. |  |
| Address | Click or tap here to enter text. |  |
| City, State ZIP | Click or tap here to enter text. |  |
| Phone | Click or tap here to enter text. |  |
| Email | Click or tap here to enter text. |  |
| Client Termination – Page 2 | | | | |
| Client Termination | | | | |
|
| Effective Date | Click or tap to enter a date. |  | Reason for Termination | Choose an item. |
| **Signature** | Click or tap here to enter text. |  | **Date** | Click or tap to enter a date. |
| Additional fees may apply after final review of the signed Sales Agreement. | | | | |
| **-**FOR INTERNAL USE ONLY- | | | | |
| Notes: Click or tap here to enter text.  Billing End Date Click or tap to enter a date. | | | | |