HR Concepts, LLC

"Your Third Party Administrator of Choice"

COBRA NOTIFICATION REQUEST FORM

Fax to: The Cobra Department FAX #: 866-978-7868 E-mail: cobra@hrconcepts.biz

Employer Name	Division/Location	Contact Person	Phone #	FAX #

Please provide ALL of the following information.

1) COBRA Qualifying Event (Check One) Date of Event: ____/____/____

____ 1) Employee Termination of Employment (Involuntary)
____ 2) Employee Termination of Employment (Voluntary: Quit or Resigned)
____ 3) Employee Retirement
____ 4) Employee's dependents lost coverage due to employee retirement, medicare eligibility, etc.
____ 5) Employee's dependents lost coverage due to death of employee
____ 6) Dependent child becomes ineligible for coverage (age and/or non-student status)
____ 7) Reduced Hours, no longer eligible for benefits
____ 8) Employee loses coverage due to taking a leave of absence under the Family Medical Leave Act
____ 9) Employee's dependents/spouse lost coverage due to Divorce or Legal Separation from employee
____ 10) Other ____

2) Employee or Qualifying COBRA Beneficiary Information EE/Telephone#________________

Name ____ SS#______________________________

Address__________________________________City__________________State___________Zip________

Date of Birth: ____/_____/_____ **Sex:** M F **Is Employee totally disabled?** (Circle one) Yes No

3) Present Insurance Coverages: Provide names of plans, coverage levels, and effective date of coverage.

	Insurance Plan Name Ex: BlueChoice, Tufts HMO, etc BE SPECIFIC!	**Coverage Level** Single, 2 Person, Family	**Original Effective Date Of Coverage**
Medical Plan			
HRA Plan	**Amount left to spend:**____________		
Dental Plan			
Vision Plan			
FSA Account	**Does Employee have an account?** **(Circle One)** **Yes No**	**Annual Election This plan year** $____________	**Account contributions this plan year to date:** $_____________

4) Covered Dependents **(Please provide as much information as possible)**

Full Name	Date of Birth	Sex	Social Security No
Spouse:________________________________	_____/_____/_____	M F	_______-________-__________
Child: ________________________________	_____/_____/_____	M F	_______-________-__________
Child: ________________________________	_____/_____/_____	M F	_______-________-__________
Child: ________________________________	_____/_____/_____	M F	_______-________-__________

-- Complete for Current COBRA Participants Only ------------------------------

Last Amount Paid: $_______ For Which Month of Coverage:_________ Original COBRA Start Date:_______

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Phone: (603) 647-1147 • Fax: (603) 647-2329 • email: info@HRConcepts.biz
www.HRConcepts.biz • 9 Cedarwood Drive, Unit 8 • Bedford, NH 03110