**Would you like BPC to handle Open Enrollment**

**for all your COBRA participants and Qualified Beneficiaries?**

COBRA Law requires that your COBRA participants and all Qualified Beneficiaries have the same Open Enrollment opportunities that your current employees have. BPC will notify all your COBRA participants and Qualified Beneficiaries of their Open Enrollment options. This includes notifying all participants of their different plan choices and mailing any Open Enrollment materials provided to BPC by the employer. BPC will collect any plan change information and communicate these changes to the employer.

 **Cost for Service**

Mailing of annual Open Enrollment Packets of COBRA participants and Qualified Beneficiaries is $10.00 per packet.

**Please select an option below:**

**\*Note that your selection below applies to this rate renewal only.**

[ ]  We would like BPC to provide this service at the fee listed above.

Should COBRA coverage be terminated if no response is received? (NOTE: This can only be enforced if the same is true for active employees.)

[ ]  Yes [ ]  No

How long do you want to give your participants to respond? BPC suggests two weeks. [ ]  2 weeks [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  I have included all materials to be mailed to participants.

 [ ]  Materials are not included, but will be sent to BPC by: \_\_\_/\_\_\_/\_\_\_\_\_\_

[ ]  We do not require this BPC service at this time.

[ ]  We understand our obligation to notify all COBRA participants and Qualified Beneficiaries of their Open Enrollment options.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broker Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Broker only needs to sign if services are paid by broker’s office.

Broker Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_