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GOVERNOR

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CABINET SECRETARY
GENERAL SERVICES DEPARTMENT

A.J. FORTE
DIRECTOR
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General Services Department

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No. 13-002

Benefits Administration Letter

Issued per NMSA § 10-7B-1 *et seq.*

Date: May 15, 2013

Subject

Important Changes to Premium Billing Processes For All Local Public Bodies (LPBs), Legislators, Disability Claimants, and Other Participants in the State's Group Benefits Plan Who Pay Premiums by Check (except COBRA)

Purpose

In order to improve efficiency and accuracy in all aspects of State Group Benefits enrollment and billing, the billing processes will change effective July 1, 2013. This Letter of Administration is to provide notice of those important changes to premium billing processes.

Billing Process

As of July 1, 2013 the following billing process will go into effect for all LPBs and all plan participants that pay premiums other than by payroll deduction:

- Premium payments will now be on a *monthly* basis for all payers;
- Invoices will issue on the *5th of each month* from the State of New Mexico, General Services Department, Administrative Services Division (ASD);
- Payments will be *due by the 20th of each month* and should be submitted to the remittance address printed on the invoice;
- Payments received *after the 20th* of the month shall be assessed a 1.5% late payment penalty fee, based on the total amount due, and added to the following month's invoice;
- Benefit coverage(s) may be terminated if payment is more than 60 days late.

Contact Information for the Third Party Administrator

Effective July 1, 2013, the Benefits Administrator for the State's Group Benefits Plan shall be:

Erisa Administrative Services, Inc.
1200 San Pedro NE
Albuquerque, NM 87110

Phone: 505-244-6000
Toll free: 1-855-618-1800
Fax: 505-244-6009
Email: SONM@easitpa.com

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Forte".

A.J. Forte, Director, Risk Management Division