



State of Louisiana
Office of Group Benefits

Designation of Invoicing Contact

Please read the following important information BEFORE completing this form:

1. The invoicing contact serves as OGB's official point of contact for the participating agency.
2. The Office of Group Benefits (OGB) requires each participating employer to designate an invoicing contact and submit the contact information for this coordinator to OGB, using the Designation of Invoicing Contact form (GB-77). The form is available on the Agency page of OGB's website (www.groupbenefits.org) by clicking on OGB Forms on the menu toolbar.
3. The invoicing contact is responsible for reconciling the monthly invoices, forwarding premiums to OGB and monitoring the reports each month and receives letters mailed to the agency, including discrepancy letters and ACH letters.
4. The completed form must be signed by the designated Agency Benefits Coordinator (ABC), and mailed or faxed to:

Office of Group Benefits
Attention: Invoicing Section Manager
P.O. Box 66678
Baton Rouge, LA 70896
Fax Number: (225) 342-4391
5. Any time the contact changes, the form must be updated and resubmitted to OGB with updated information.

Participating Employer Name

Participating Employer Number

Invoicing Contact Name

Job Title

Mailing Address

Physical Address

Telephone Number

Fax Number

Email Address

Participating Employer IP Addresses

Tax Identification Number

Signature of OGB Agency Benefits Coordinator

Date Signed

Printed Name of OGB Agency Benefits Coordinator