



# State of Louisiana Office of Group Benefits

## Designation of Agency Group Benefits Coordinator

Please read the following important information BEFORE completing this form:

1. Each participating agency shall appoint a Group Benefits Coordinator. The Group Benefits Coordinator serves as the Office of Group Benefits' (OGB) official point of contact for the participating agency.
2. Each participating agency shall submit contact information for this Coordinator to OGB, using the Designation of Agency Benefits Coordinator form (GB-74). The form is available on the OGB website ([info.groupbenefits.org](http://info.groupbenefits.org)) under Resources>Forms>Agency.
3. The agency head/director or designee for each participating agency shall designate the Coordinator and shall submit this form annually between January 1 and 31.
4. The completed form must be signed by the agency head/director or designee and emailed, faxed, or mailed to:

Office of Group Benefits  
Attention: Director of Agency Services  
P.O. Box 44036  
Baton Rouge, LA 70804-4036  
Fax: 225.342.9919  
email: [ogb.help@la.gov](mailto:ogb.help@la.gov)

5. Any time the Coordinator changes, this form **MUST** be updated to reflect the change and resubmitted to OGB within 10 business days.
6. Failure to provide this form as required herein may result in the suspension of secure website privileges for the agency.

Participating Agency Name

Participating Agency Number

Group Benefits Coordinator's Name

Job Title

Mailing Address

Physical Address

Telephone Number

Fax Number

Email Address

Are you a LaGov or Non-LaGov Agency?  LaGov  Non-LaGov

If you are a Non-LaGov agency, do you participate in the Flexible Benefits Plan offered by OGB?  Yes  No

Signature of Agency Head/Director

Date Signed

Printed Name of Agency Head/Director

Email Address of Agency Head/Director

Printed Name of Agency Undersecretary/Chief Financial Officer

Email Address of Agency Undersecretary/Chief Financial Officer