



STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF GROUP BENEFITS



DESIGNATION OF INVOICING CONTACT

Please read the following important information BEFORE completing this form:

1. The invoicing contact serves as the Office of Group Benefit's (OGB) official point of contact for the participating agency.
2. OGB requires each participating agency 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 Forms page of the OGB website (info.groupbenefits.org) by clicking on Resources on the menu tool bar.
3. The invoicing contact is responsible for recording the monthly invoices, forwarding premiums to OGB, monitoring the reports each month, and receives letters mailed to the agency, including discrepancy letters and ACH letters.
4. This form also gives the OGB Invoicing department permission to email sensitive information **ONLY** to the email address listed below.
5. 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) 342-9917
Email: OFSS-OGB.Invoicing@la.gov

6. Any time the contact changes, the form must be updated and resubmitted to OGB with the new information.

Participating Employer Name

Participating Employer Number

Mailing Address

Physical Address

Invoicing Contact Name

Job Title

Invoicing Contact Email Address

Invoicing Contact Phone Number

Invoicing Contact Fax Number

Signature of Agency Benefits Coordinator

Date Signed

Printed Name of Agency Benefits Coordinator