

## 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 clinking 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 sesitive 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	

P.O. BOX 44036, BATON ROUGE, LA 70804 · INFO.GROUPBENEFITS.ORG