



STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION
OFFICE OF GROUP BENEFITS



DESIGNATION OF AGENCY 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) 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: 225.342.9917
 email: 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? <input type="checkbox"/> LaGov <input type="checkbox"/> Non-LaGov			
If you are a Non-LaGov agency, do you participate in the Flexible Benefits Plan offered by OGB? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Office	