



COBRA Premium Payment Authorization Form
One-Time Credit Card Payments
 FlexToday, Inc. COBRA Department
 800-995-5373 • COBRA@FlexToday.com

COBRA premiums are due the first of the month for that month of coverage. COBRA provides a forty-five day grace period for the **initial** premium payment and that payment must include premiums retroactive to the date you would have lost coverage. You are responsible for making sure the amount of your initial payment is correct. Subsequent premium payments are due on the first day of each month and have a thirty (30) day grace period. If your premium payment is not delivered or postmarked within the grace period, your coverage will be terminated back to the last day for which we received a full premium payment.

Name and Address of Payee (Credit Card Holder)	COBRA Information
Name	Participant
Address	Participant ID # (SSN)
City State	Group Health Plan
Zip Code	Sponsor (Employer)
Phone	Email Address

Monthly COBRA Premium Due **\$** **Plus \$50 Credit Card Convenience Fee ***

Check One: VISA MasterCard

Card Number CSS CVV Exp Date MM/YYYYY

General Provisions You are responsible for making sure that the premiums are paid on a timely basis. If the credit card transaction is rejected or is not received on a timely basis, you must send a check payable to **FlexToday COBRA, P.O. Box 16099, Fresno, CA 93755** for the full amount due within the applicable grace period. You have the option to digitally sign this form using Adobe Acrobat and your electronic signature will have the same weight under the law as an ink signature.

Credit Card Convenience Fee* **COBRA premiums paid by credit card will be subject to a Credit Card Convenience fee equal to \$50 per month.** For example, if your COBRA premiums are \$500 per month and you are paying one month of COBRA premiums, the convenience fee will be \$50 and the total transaction charged on your card will be \$550. If you pay 3 months of COBRA premiums in a single transaction, a Convenience fee of \$50 x 3 or \$150 would be added to the total of premiums to be paid in that transaction. In addition, convenience fees apply to check-by-phone, credit card-by-phone transactions and all credit card payments. As of April 1, 2014, the convenience fees are \$20 for Payment-By-Phone or \$50 for any Credit Card payment, recurring, by phone or single transaction. Fees subject to change.

One-Time Transaction The charge to your credit card including the \$50 courtesy fee will occur within 48 hours or two business days, whichever is later, of FlexToday, Inc. receiving this form.

This authorization will remain in full force and effective until FlexToday, Inc. has received written notification from you of its termination in such time and manner as to afford FlexToday, Inc. a reasonable opportunity to act on it. All COBRA premium transactions are final other than prepayments for future months. COBRA premiums paid for any month are final and not-refundable after the first day of that month. Failure to notify FlexToday, Inc. in a timely manner of a change in your credit card information may result in a rejection by the credit card company. ***If your payment is rejected for any reason, we will not attempt the charge again, you will not be notified by FlexToday, Inc. and the grace period will not be extended.***

I understand and agree to the terms outlined above and authorize FlexToday, Inc. to charge my account as indicated above.

Date Signed: _____ Sign Here _____

Fax Completed Form To: **1-888-313-0401** OR

Mail Completed Form to: **FlexToday, Inc. PO Box 16099 Fresno, CA 93755** OR

If you scan the completed form to Adobe Acrobat, **click here** to post to the FlexToday Secure Portal.

If you have Adobe Acrobat, your signature can be made electronically. The electronic signature may not work in Adobe Reader.
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