



COBRA Participant Cancellation Notification

Fax completed form to (866) 412-9280

Company Name

Group #

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Complete this section for COBRA cancellations. If the participant being listed for cancellation is the primary insured, then all covered dependents will also be cancelled, unless a separate election is made. Coverage will end on the last day of the month listed as the "Date of Cancellation"†.

1

Participant Last Name

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Participant First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Participant Social Security #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

†Date of Cancellation (MM/DD/YYYY)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Reason

- | | |
|--|---------------------------------------|
| ☐ Voluntary cancellation | ☐ Deceased |
| ☐ Non-payment of premiums | ☐ End of COBRA |
| ☐ Medicare Entitlement | |

2

Participant Last Name

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Participant First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Participant Social Security #

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†Date of Cancellation (MM/DD/YYYY)

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Reason

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3

Participant Last Name

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Participant First Name

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Participant Social Security #

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†Date of Cancellation (MM/DD/YYYY)

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Reason

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| ☐ Medicare Entitlement | |

4

Participant Last Name

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Participant First Name

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Participant Social Security #

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†Date of Cancellation (MM/DD/YYYY)

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Reason

- | | |
|--|---------------------------------------|
| ☐ Voluntary cancellation | ☐ Deceased |
| ☐ Non-payment of premiums | ☐ End of COBRA |
| ☐ Medicare Entitlement | |

Form must be signed & dated

Authorized Group Contact Signature

Print Name

Date (MM/DD/YYYY)

General Guidelines

- Notification must be received within 30 days of an event unless otherwise provided for by law.
- ChoiceBuilder® will only give retroactive credit if notification was received within the guidelines provided.
- Dependent qualifying/triggering events should be submitted on an Employee Change Request form and will be effective at the end of the month following the event provided written notification is given within 60 days.