

Complete and email this form to notify your Premera sales account team of requested group changes.

Group name	Group number
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Change type	Details of change requested
Group and contact information – select all that apply <input type="checkbox"/> Group name <input type="checkbox"/> Office address (mailing or physical) <input type="checkbox"/> Phone number <input type="checkbox"/> Group contacts (producer, group administrator, vendors, other)	Provide change detail below.
Authorized recipient <ul style="list-style-type: none"> • Producer • Group administrator • Vendors (TPA, or other) 	Authorization for release of summary health information: Complete the authorization form linked below to update (add/remove/change) the designation of individuals authorized to receive the group’s summary health information. Email the completed form to your Premera sales account team. Authorization forms links: <ul style="list-style-type: none"> • Insured Group • Self-Funded or OptiFlex Group
Subgroup changes <ul style="list-style-type: none"> • Add new subgroup • Update existing subgroup • Cancel existing subgroup 	To add a new subgroup provide details below: Effective date of change: Subgroup name: Provide the details below if new subgroup information differs from group details: Subgroup billing contact: Subgroup benefit contact: Subgroup billing address: Additional details: To update an existing subgroup provide details below: Effective date of change: Subgroup name: Details of change: To cancel an existing subgroup provide details below: Effective date of change: Subgroup name:

Class eligibility and contributions <ul style="list-style-type: none">• Add new class• Update existing class• Cancel existing class	To add a new class provide details below: Effective date of change: Class name: Probationary period: Minimum hours worked per week: Employer contribution: Additional details: To update an existing class provide details below: Effective date of change: Class name: Details of change: To cancel an existing class provide details below: Effective date of change: Class name:
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