



WORKTERRA ALTERNATE COBRA PAYMENT PROCESS

TO SUBMIT YOUR ENROLLMENT FORMS:

Please mail a copy of your Enrollment forms to our COBRA department at the P.O. Box listed below:

WORKTERRA
P.O. Box 850091
Minneapolis, MN 55485-0091

You may also submit your Enrollment forms via fax at 319-249-6230.

To authorize an electronic funds transfer for your first premium payment and/or all future payments, please submit the completed ACH approval form with a copy of a voided check. Please note, all automatic monthly electronic payments, will be debited on the 1st of each month following the full initial premium payment.

DELAYS IN ENROLLMENT FORMS AND/OR PAYMENTS:

If you experience an unfortunate delay in postal delivery after you have mailed your Enrollment form, you may contact our COBRA team by phone at 888-611-4549 or via email at soricobra@workterra.com. They will be able to provide you with an electronic copy of your Enrollment and ACH forms and assist in an expedited processing of your COBRA enrollment.

If your enrollment form and/or payment have not yet been received or processed, and you are in urgent need of care, please contact our COBRA Team at 888-611-4549 for assistance. If you choose to opt-in for recurring automatic monthly electronic payments, your account will be debited on the 1st of each month following the full initial premium payment.

QUESTIONS ON COMPLETING ENROLLMENT AND/OR ACH FORMS:

If you have any questions when completing your Enrollment and/or ACH forms, please contact our COBRA team by phone at 888-611-4549 or via email at soricobra@workterra.com and we will happily assist you.



DISCONTINUE SERVICES OR AUTOMATIC PAYMENTS:

All participants who choose to discontinue COBRA services or automatic monthly electronic payments must submit a written request to the COBRA team. Cancellation requests may be submitted via email to soricobra@workterra.com, via fax at 319-249-6230, or via a written notice to:

WORKTERRA
P.O. Box 850091
Minneapolis, MN 55485-0091

If you have any additional questions or need any assistance with your COBRA benefits, please feel free to contact our COBRA team by phone at 888-611-4549 or via email at soricobra@workterra.com and we will happily assist you.

We appreciate your patronage!

Thank you,

WORKTERRA COBRA Department