



Missed Premium Direct Payment Form

Today's Date: ___ / ___ / ___

Form Instructions

To ensure your coverage is continuous (without lapse) when a payroll premium deduction or deductions were missed:

1. Make a copy of this form.
2. Complete this form. If more than one pay period was missed, please include all beginning and ending dates.
3. Attach a personal check, money order, or cashier's check for the full premium payment due, make payable to Planned Administrators, Inc.
4. Return the form and your premium payment to the address below within 45 days of the missed paycheck date. Missed premium direct payments dated after 45 days of the missed premium cannot be accepted and will be returned.

Notes

- You may not make a direct payment to continue your coverage if you have never had a premium payment deducted from your paycheck or if you are no longer eligible.
- If you have been terminated you may not make up missed premiums. Instead, you will be notified of any rights that you have to continue coverage under COBRA.

Employee Information All blanks must be completed and form must be signed.

Company Name: _____

Employee's Name: _____ SSN: _____
(Please Print) Last First Middle

Maximum of six consecutive weeks of missed premium direct payments will be accepted. After that, coverage will be terminated.

Missed Paycheck Date	Pay Period Beginning Date	Pay Period Ending Date	Total Payment <small>(must match your deduction on previous paystubs)</small>
___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	_____
___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	_____
___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	_____
___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	_____
___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	_____

Employee's Signature: _____

Return Form and Payment to: Planned Administrators, Inc.
Attn: Missed Premiums
PO Box 6702
Columbia, SC 29260-6702

Questions? Call the EssentialStaffCare Customer Service Line, Monday through Friday, 8:30 a.m. to 8:00 p.m. Eastern Time. Spanish-speaking representatives are available. The toll-free number is 1-866-798-0803.

You must return this completed form with your payment.

Underwritten by BCS Insurance Company and BCS Life Insurance Company, Oakbrook Terrace, Illinois