

Cypress Dental Administrators

Employer Notification of Qualifying Event Under Federal And State COBRA Form



Employer: Complete and return to Cypress Dental Administrators each time a covered employee has a qualifying event which causes them to be eligible for continuation of coverage under Federal or State COBRA.

Return within 30 days of the last day worked or qualifying event date to:
Cypress Dental Administrators, 7510 Shoreline Drive, Suite A-1, Stockton, CA 95219
Fax 209-478-5614
Toll Free 800-350-3989

Please print

Employer/Company Name	Group Number
Employer Phone	Employer Fax
Employee Name	Employee's ID #
Employee Date of Birth	
Qualified beneficiary name (if other than employee)	Beneficiary Date of Birth
Address	

Please choose a billing option for this employee:

- ☐ Keep employee on group bill at no additional premium
- ☐ Direct bill employee for 110% of premium for Cal COBRA or 102% for Federal COBRA

Qualifying event (check one)

Enter required date

- | | | |
|--|----------------------------|-------|
| <input type="checkbox"/> Termination, resignation or reduction in employee hours
<i>(Termination for gross misconduct is not a qualifying event for COBRA.)</i> | Date last worked | _____ |
| <input type="checkbox"/> Death of employee | Date of death | _____ |
| <input type="checkbox"/> Divorce or legal separation | Date of divorce/separation | _____ |
| <input type="checkbox"/> Disqualification of dependent child due to attained age | Date of change in status | _____ |
| <input type="checkbox"/> Termination of domestic partnership | Date of dissolution | _____ |

Employer/group contact signature

Please print signature name

Date

Cypress Dental Administrators will fax a confirmation of receipt of this notification to the employer fax number provided above within 2 business days. Employer MUST submit this form within 30 days of qualifying event for COBRA eligibility. It is the employer's full responsibility to extend COBRA coverage to eligible employees and notify them and us of such eligibility.