

## **PAYMENT INFORMATION**

### **Medical, Dental and Vision Plans – Billed Monthly**

Premiums are due the first of the month, invoices are mailed to the firm on the 15<sup>th</sup> of the month prior to the due date. There is a 30 day grace period; if premiums are not received by the 30<sup>th</sup> of the month coverage is lapsed. For example: Invoices for the month of May are mailed on April 15<sup>th</sup> and due May 1. If not paid by May 30, coverage is lapsed effective May 1. If payment is not received, a second notice is sent approximately 10 days after the due date. (NOTE: the original bill is considered the “first notice”.) There will be occasions when your check may cross in the mail with the second notice. To avoid receiving a second notice, payment should be received prior to the 10<sup>th</sup>.

Send payments to:                      CalCPA Group Insurance Trust  
   P.O. Box 512516  
   Los Angeles, CA 90051-0516

### **Reinstatement Policy**

The Medical, Dental and Vision plans are subject to the following reinstatement policies:

- The Trust, at its sole discretion will reinstate coverage within 15 days of cancellation.
- Firms whose coverage is lapsed more than two times may be required to pay premiums via automatic payment (ACH) or cashier’s check.
- Full payment of all past due premiums, plus the current month’s premium must be paid at the time of reinstatement.
- A firm that is reinstated 3 times within an 18-month period will no longer be eligible for reinstatement.
- If reinstatement is not granted, any claims paid on behalf of the firm’s participants after the effective date of cancellation will be reversed. Payment of such claims will be the sole responsibility of the terminated member.
- If coverage is lapsed for longer than 60 days, the firm will be required to reapply and medical underwriting may be required for approval.

