



LEAVE OF ABSENCE (LOA) DIRECT BILL PLAN INFORMATION

Client name (as it appears on W-9)	
Client contact name	Title
Email address	Direct phone

Benefit Type	Applicable LOA Benefits	Insured Type	Renewal Date
Medical	☐	☐ Fully insured ☐ Self insured	
Dental	☐	☐ Fully insured ☐ Self insured	
Vision	☐	☐ Fully insured ☐ Self insured	
FSA	☐	☐ Fully insured ☐ Self insured	
HRA	☐	☐ Fully insured ☐ Self insured	
EAP	☐	☐ Fully insured ☐ Self insured	
Basic life	☐	☐ Fully insured ☐ Self insured	
Employee voluntary life	☐	☐ Fully insured ☐ Self insured	
Spouse voluntary life	☐	☐ Fully insured ☐ Self insured	
Accident	☐	☐ Fully insured ☐ Self insured	
Critical illness	☐	☐ Fully insured ☐ Self insured	
Hospital indemnity	☐	☐ Fully insured ☐ Self insured	
Legal plan	☐	☐ Fully insured ☐ Self insured	
Other:	☐	☐ Fully insured ☐ Self insured	
Other:	☐	☐ Fully insured ☐ Self insured	

Implementation Process Overview

Please complete this document in full and submit it, along with the Alerus Implementation Form, to hwsetup@alerus.com. Incomplete information will delay processing, and Alerus cannot proceed until all required details are provided.

- **Requests are processed in the order received.** Service agreements are typically issued within two – three business days after all information is submitted, or up to seven days during peak periods.
- **Implementation begins upon receipt of the executed service agreement.** Alerus will schedule the implementation call, configure the system, and issue required takeover notices. You will receive the documentation to report LOA takeover members once the service agreement is received.
- As of the client's effective date, pending and enrolled members will work directly with Alerus for elections and payments.

By submitting this document, you confirm that all information provided is complete and accurate. Alerus may rely on this information without verification and is not responsible for any errors or omissions. Correction fees may apply if inaccurate or incomplete data is submitted.