

1400 South Boston • P.O. Box 3283 • Tulsa, OK 74102-3283

SMALL EMPLOYER BENEFIT PROGRAM APPLICATION ("BPA") (Application for Amendment)

Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company (herein called "BCBSOK")

Current Legal Name of Company:					
Account/Group Number(s):					
Requested Effective Date of Change (first (1st) or fit	fteenth (15 th))://	(mm/dd/yyyy)			
ONLY COMPLETI	E ITEMS CHANGING on pag	es 1-4			
(See Page 4 for	Benefit Plan change instruction	ons)			
Legal Name of Company changing to: Standard Industry Code ("SIC"):					
Request to change Anniversary Date: (first (1st) or the second of the se	fifteenth (15 th))://	(mm/dd/yyyy)			
The requested Anniversary Date (first (1st) or fifteen	nth (15 th)) may require a Bill Cyc	le change.			
Employer Identification Number (EIN):	Fax Number:	Company Telephone Number:			
Physical Address: Number, Street, City, State, Zip:		<u> </u>			
Mailing Address: Number, Street, City, State, Zip:					
E-Mail Address of Authorized Company Official:					
Billing Address (if different from mailing): Number,	Street, City, State, Zip:				
Billing and Correspondence to the attention of:					
Billing Cycle:					
☐ Change billing cycle to the first (1st) day of eac	h month through the last day of e	each month.			
Change billing cycle to the fifteenth (15 th) day of each month through the fourteenth (14 th) day of the next month.					
Billing Method Selection: Please select one (1) of the following billing methods. (If no selection is made, your benefit plan(s) will default with their current billing method) Composite Billing Age Billing					
_ ,	ot paragon is the appleures outle	srized by the Employer to access and			
The Blue Access for Employers ^{sм} ("BAE ^{sм} ") contact person is the employee authorized by the Employer to access and maintain its account/employee information via BAE. To access and maintain BAE an email address is required.					
Name and title of BAE contact person:					
Telephone Number of BAE contact person:					
E-Mail address of BAE contact person:					

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Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Life, Disability, Critical Illness, Accident, and Vision insurance is underwritten by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148. Dearborn Life Insurance Company is an independent Blue Cross and Blue Shield licensee. BLUE CROSS®, BLUE SHIELD® and the Cross and Shield Symbols are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

			e Insure Oklahoma* subsidies?				
Are you adding any affiliates and/or subsidiaries?							
			as an affiliate or subsidiary?				
			ELIGIBILITY AND EMPLOYEE EFFECTIVE DATE INFORMATION				
1.	Employer has determined Employees must routinely work (minimum of twenty-four (24)) hours per week in order to be eligible for health/dental coverage under this Group Contract.						
2.	Select a Waiting Period: If a person is added to the Group Contract and it is later determined that the Group reported a coverage date earlier than what would apply to the Employer or Dependent, based on the Waiting Period and eligibility conditions the Group provided to BCBSOK, BCBSOK reserves the right to retroactively adjust the coverage date for such person.						
	a.		y Eligible Persons will become effective on the first (1 st) day of the contract/participation month ving: Zero (0) days Thirty (30) days Sixty (60) days				
		of the	oyee and dependent Health and/or Dental Benefit Plans will become effective on the first (1st) day e contract/participation month following satisfaction of the Waiting Period and any substantive ility criteria.				
	b.	Substantive eligibility criteria. Provide a representation below regarding the terms of any eligibility conditions (other than any applicable waiting period already reflected above) imposed before an individual is eligible to become covered under the terms of the plan. If any of these eligibility conditions change, you are required to submit a new BPA to reflect that new information.					
		Chec	 An Orientation Period that: 1. Does not exceed one (1) month (calculated by adding one (1) calendar month and subtracting one (1) calendar day from an Employee's start date); and 2. If used in conjunction with a waiting period, the waiting period begins on the first (1st) day after the orientation period. A Cumulative hours of service requirement that does not exceed twelve hundred (1200) hours. An hours-of-service per period (or full-time status) requirement for which a Measurement period is used to determine the status of variable-hour Employees, where the measurement period: 1. Starts between the Employee's date of hire and the first (1st) day of the following month; 2. Does not exceed twelve (12) months; and 3. Taken together with other eligibility conditions does not result in coverage becoming effective later than thirteen (13) months from the Employee's start date plus the number of days between a start date and the first (1st) day of the next calendar month (if start day is not the first (1st) day of the month). Other substantive eligibility criteria not described above; please describe: 				
							
3.	Annual Open Enrollment: For Health and Dental Plans only, an Eligible Person, who did not enroll under timely enrollment, may apply for Individual coverage, Family coverage or add Dependents during the Employer's annual open enrollment period. The open enrollment period is to be held thirty (30) days prior to the Group Contract Anniversary Date of the program. Such person's Individual Coverage Date, Family Coverage Date and/or Dependent's Coverage Date will be the Group Contract Anniversary Date following the open enrollment period, provided the application is dated and signed prior to that date.						
4.	If yes, a eligible	a Dom for co	rtners covered: ☐ Yes ☐ No estic Partner, as defined in the Certificate of Benefits/Member Handbook, shall be considered verage. The Employer is responsible for providing notice of possible tax implications to those ple Persons with Domestic Partners.				

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`	COBRA). Employer shall determine eligibility for COBRA continuation for Domestic Partners, if any. Please our election below:
	Yes, Employer elects to offer continuation coverage to Domestic Partners, as defined in the Certificate Booklet
	No, Employer does not elect to offer continuation coverage to Domestic Partners (Domestic Partners are not eligible for continuation coverage)
	Other:

Continuation coverage for Domestic Partners: If Employer elects coverage for Domestic Partners, Domestic Partners may be eligible for continuation coverage under Consolidated Omnibus Budget Reconciliation Act of

- 5. Limiting Age for covered children: Dependent children are eligible for coverage until their twenty-sixth (26th) birthday. Dependent Child, used hereafter, means a natural child, a stepchild, an eligible foster child, an adopted child or child placed for adoption (including a child for whom the Eligible Person or his/her spouse, or Domestic Partner, if Domestic Partner coverage is elected, is a party in a legal action in which the adoption of the child is sought), under twenty-six (26) years of age, regardless of presence or absence of a child's financial dependency, residency, student status, employment status, marital status, eligibility for other coverage, or any combination of those factors. A child not listed above who is legally and financially dependent upon the Eligible Person or spouse (or Domestic Partner, if Domestic Partner coverage is elected) is also considered a Dependent child under the Group Health Plan, provided proof of dependency is provided with the child's application.
- **Disabled Dependent**: Disabled Dependent means a child who is medically certified as disabled and dependent upon the Employee or his/her spouse (or Domestic Partner if Domestic Partner coverage is elected). A disabled Dependent is eligible to continue coverage beyond the limiting age, provided the disability began before the child attained the age of twenty-six (26). A disabled Dependent is eligible to add coverage beyond the limiting age, provided the disability began before the child attained the age of twenty-six (26), and proof of coverage as a disabled Dependent is provided.

Certification Review is administered by BCBSOK; a Disabled Dependent Certification Form must be submitted to BCBSOK.

- 7. Minimum Participation and Employer Contribution. BCBSOK reserves the right to:
 - **a.** Restrict new business enrollment in health insurance coverage to open or special enrollment periods unless the fifty percent (50%) minimum Employer contribution is met and at least seventy-five percent (75%) of Eligible Persons (less valid waivers) have enrolled for coverage; and
 - **b.** Review participation and contribution on existing business and non-renew or discontinue health coverage unless the fifty percent (50%) minimum Employer contribution is met and at least seventy-five percent (75%) of Eligible Persons (less valid waivers) have enrolled for coverage.

If applicable, BCBSOK reserves the right to change premium rates when a substantial change occurs in the number or composition of Subscribers covered. A substantial change will be deemed to have occurred when the number of Employees/Subscribers covered changes by ten percent (10%) or more over a thirty (30) day period or twenty-five percent (25%) or more over a ninety (90) day period.

Employer will promptly notify BCBSOK of any change in participation and Employer contribution.

The following applies only to Workforce BluesM. BCBSOK reserves the right to:

- **a.** Enforce all applicable Workforce Blue program eligibility requirements including but not limited to one hundred percent (100%) participation of all eligible Employees (less valid waivers) and fifty percent (50%) Employer contribution, and active membership in an eligible association;
- **b.** Non-renew or discontinue Workforce Blue coverage unless the fifty percent (50%) minimum Employer contribution is met and one hundred percent (100%) of eligible Employees (less valid waivers) are enrolled for coverage; and
- **c.** Existing Groups who no longer qualify for the Workforce Blue program may be eligible to enroll in the commercial equivalent health plan(s).

Employer will promptly notify BCBSOK of any change in participation and Employer contribution.

Participation requirements for dental coverage are specified in the Dental Products/Benefit Plan Section below.

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LEGISLATIVE REQUIREMENTS

The Employer Retirement Income Security Act of 1974 (ERISA) is a federal law that sets minimum standards for employee benefit plans in the private industry. In general, all employer groups, insured or ASO, are subject to ERISA provisions except for governmental entities, such as municipalities, public school districts, and "church plans" as defined by the Internal Revenue Code.											
Pleas	e provide you	r ERIS	A Plan Year*: Beg	ginning	Date:/	/ End	d Date:				
ERIS	A Plan Sponso	or:									
	If you contend ERISA is inapplicable to your health plan, please give legal reason for exemption*: Federal Governmental Plan (e.g., the government of the United States or agency of the United States) Non-Federal Governmental Plan (e.g., the government of the State, an agency of the state, or the government of a political subdivision, such as a county or agency of the State)										
	Church Plan Other, please	speci	fv·								
	·	•	ERISA Plan Year	(mm/d	d/ww.).	1	/				
For n	nore informat	ion re	garding ERISA, ¡ and/or other appli	olease	contact yo	ur Lega					
				BENE	FIT PLAN	SELEC	CTION	IS			
	Understanding the Plan # Sample Plan #: B718CHC										
	Metallic Level B Bronze, Silver, Gold, Platinum					old, Platinum					
	Benefit Design 718 705, 712, 718, etc.					tc.					
	Network/Product Name CHC CHC = Blue Choice PPO SM OPT = Blue Options PPO SM PFR = Blue Preferred PPO SM ADT = Blue Advantage PPO SM					otions PPO™ eferred PPO™					
Health Products/Benefit Plan Selection:											
Please select the benefit design in the left-hand column. Up to three (3) selections may be selected in this column. The marketing plan IDs may be selected in the corresponding rows to the right of the benefit designs column. These marketing plan IDs indicate network choices for the specified benefit. A maximum of six (6) network options may be selected.											
		Ple	ease select ALL whe		t plans that ne plans ar					ardles	s of
	fit Design	Blu	e Choice PPO	Blu	e Preferred	PPO	Blu	e Optio	ns PPO	Blu	e Advantage PPO
	lect up to ree (3))				(select up	to six (6))				
	B710							В7	10OPT		
	B730		B730CHC		B730F						B730ADT
	B8K0				B8K0P	FR					B8K0ADT
	G720								20OPT		
	G721 G730		G730CHC		G730F	PFR		G/	210PT		
	G731		G730CHC G731CHC		G7301						

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Benef	Benefit Design Blue Choice PPO Blue Preferred PPO Blue Options PPO Blue Adva		e Advantage PPO						
	G732		G732CHC						
	G733				G733PFR				
	G735				G735PFR				
	G740								G740ADT
	G743								G743ADT
	G744								G744ADT
	G745								G745ADT
	G746								G746ADT
	G8J2				G8J2PFR				
	G8J3								G8J3ADT
	G8K2				G8K2PFR				G8K2ADT
	G8K3				G8K3PFR				G8K3ADT
	G8K5				G8K5PFR				
	G8K6				G8K6PFR				G8K6ADT
	G8M1				G8M1PFR				G8M1ADT
	G8M2				G8M2PFR				G8M2ADT
	P710				P710PFR				P710ADT
	P8E1				P8E1PFR				P8E1ADT
	P8J1		P8J1CHC						
	P8J6								P8J6ADT
	P8J7						P8J7OPT		-
	P8K1			П	P8K1PFR				P8K1ADT
	P8K4				P8K4PFR				
	S701				S701PFR				
	S702								S702ADT
	S710					П	S710OPT		
一一	S730	П	S730CHC	\Box					S730ADT
一一	S731				S731PFR				S731ADT
一一	S732			ΙΠ	S732PFR				
$\overline{\Box}$	S8E1			T	S8E1PFR		S8E1OPT		S8E1ADT
	S8J0						S8J0OPT		
Ē	S8J4								S8J4ADT
一	S8J5			П	S8J5PFR				
Ē	S8J8								S8J8ADT
Ē	S8J9	П	S8J9CHC						
Ē	S8K0			\Box	S8K0PFR				
一一	S8K1			ΙΠ	S8K1PFR				S8K1ADT
$\overline{\Box}$	S8K2								S8K2ADT
一一	S8K5			\sqcap	S8K5PFR				S8K5ADT
$\overline{\Box}$	S8K8				S8K8PFR				S8K8ADT
	S8K9			一	S8K9PFR				S8K9ADT
	S8L1			一	S8L1PFR			+	
If HSA		ected.	provide name of	HSA a	dministrator/trustee:				
Vendor: ☐ BenefitWallet ☐ Flex ☐ HealthEquity ☐ HSA Bank ☐ Other:									
FSA pu	ırchased:] Yes	☐ No (If yes, s	elect v	endor)				
Vendor: BenefitWallet Flex HealthEquity HSA Bank Other:									

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Dental Products/Benefit Plan Selection:

Plan Pairings

Groups with two (2) to nine (9) enrollees may select one (1) plan. Groups with ten (10)+ enrollees may select up to two (2) plans.

Contributory

Any one (1) contributory high option can be paired with any one (1) contributory low option; DOKHM42 can be freely paired with any contributory option.

Voluntary

Any one (1) voluntary high option can be paired with any one (1) voluntary low option. DOKHM46 can be freely paired with any one (1) voluntary option.

Voluntary plans and contributory plans may not be offered together. Exception: DOKHM57 can be paired with DOKHR33. And, DOKHM59 can be paired with DOKHR43.

Participation Requirements

Contributory

- > seventy-five percent (75%) participation
- > fifty percent (50%) employer contribution

Voluntary

- > twenty-five percent (25%) participation
- < fifty percent (50%) employer contribution

Employers are not required to contribute to Voluntary dental plans.

DENTAL PLAN SELECTION			
	Plan #	Segment	
	High Coverage Allocat	ion	
	DOKHR30	Contributory	
	DOKHR31	Contributory	
	DOKHR32	Contributory	
	DOKHR33	Contributory	
	DOKHR34	Contributory	
	DOKHR35	Contributory	
	DOKHM38	Contributory	
	DOKHM40	Contributory	
	DOKHM42	Contributory	
	DOKHR50	Contributory	
	DOKHM57	Contributory	
	DOKHR43	Voluntary	
	DOKHM44	Voluntary	
	DOKHR45	Voluntary	
	DOKHM46	Voluntary	
	DOKHR52	Voluntary	
	DOKHR53	Voluntary	
	DOKHM59	Voluntary	
	Low Coverage Allocat	ion	
	DOKLR36	Contributory	
	DOKLR37	Contributory	
	DOKLM41	Contributory	
	DOKLM51	Contributory	
	DOKLR58	Contributory	
	DOKLM49	Voluntary	
	DOKLR54	Voluntary	
	DOKLM55	Voluntary	
	DOKLM56	Voluntary	
	DOKLR60	Voluntary	

744	itional	Information:	
Ann	monai	intormation:	

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LIFE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D), SUPPLEMENTAL LIFE AND AD&D AND SHORT-TERM DISABILITY, LONG-TERM DISABILITY, CRITICAL ILLNESS, ACCIDENT AND VISION PLANS (EMPLOYER CONTRIBUTION):

_% for Group Life, AD&D	_% for Dependent Life	☐% for Supplemental Life Insurance , AD&D
_% for Short-Term Disability	_% for Long-Term Disability	% for Critical Illness
_% for Accident Insurance	_% for Vision	

With respect to the coverage applied for, Employer agrees to comply with and participate in all provisions of the Group Policy providing the coverage applied for. Employer understands BCBSOK intends to rely on this information in determining whether the enrolling employees may become insured.

EMPLOYER STATEMENTS

- 1. Employer understands that, unless otherwise specified in the Group Contract, only Eligible Persons and their Dependents are eligible for coverage. Employer further agrees that eligibility and participation requirements have been discussed with the producer and have been explained to all Eligible Persons.
- 2. Employer agrees to notify BCBSOK of ineligible persons immediately following their change in status from eligible to ineligible.
- 3. Employer agrees to review all applications for completeness prior to submission to BCBSOK. Employer applies for the coverages selected in this Small Employer BPA and provided in the Group Contract and agrees that the obligation of BCBSOK shall only include the Benefits described in the Group Contract or as amended by any Amendments or Endorsements thereto.
- **4.** Employer agrees to pay to BCBSOK, in advance, the premiums specified in the Group Billing Statement on behalf of each Eligible Person covered under the Group Contract.
- 5. Employer agrees that, in the making of this Application, it is acting for and on behalf of itself and as the agent and representative of its Eligible Persons, and it is agreed and understood that the Employer is not the agent or representative of BCBSOK for any purpose of this Application or any Group Contract issued pursuant to this Application.
- **6.** Employer agrees to deliver to its Eligible Persons covered under the Group Contract individual Certificate of Benefits/Member Handbooks and Identification Cards and any other relevant materials as may be furnished by BCBSOK for distribution.
- 7. Employer agrees to receive on behalf of its covered Eligible Persons all notices delivered by BCBSOK and to forward such notices to the applicable recipient(s)at their last known address.
- 8. Employer agrees the producer(s) or agency(ies), specified in writing by the Employer as its Producer of Record (POR) is authorized by the Employer to act as its representative in negotiations with and to receive commissions from BCBSOK and HCSC subsidiaries for Employer's employee benefit programs. The POR is authorized by the Employer to perform membership transactions on behalf of Employer and is authorized to conduct such transactions through the Employer's web portal known as Blue Access for Employers (BAE). The appointment will remain in effect until withdrawn or superseded in writing by Employer.
- **9.** Employer understands the effective date of termination for a person who ceases to meet the definition of Eligible Person is the end of the coverage period (billing cycle) during which the person ceases to meet the definition of Eligible Person.
- Any reference in the eligibility section of this Small Employer BPA to the waiting period means the waiting period an Employee must satisfy in order for coverage to become effective. The selected waiting period must not result in an effective date that exceeds ninety-one (91) days from the date an Eligible Person becomes eligible for coverage.

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OTHER PROVISIONS:

- 1. Massachusetts Health Care Reform Act: Notwithstanding anything to the contrary in this BPA, with respect to the Employer's Employees who live in Massachusetts (if any) the Employer represents that it offers the health insurance benefits provided for herein to all full-time Employees, and the Employer will not make a smaller premium contribution percentage to a full-time Employee living in Massachusetts than to any other full-time Employee living in Massachusetts who receives an equal or greater total hourly or annual salary. For purposes of this representation, a "full-time Employee" is defined by Massachusetts law, generally an Employee who is scheduled or expected to work at least the equivalent of an average of thirty-five (35) hours per week.
- 2. Reimbursement: It is understood and agreed that in the event BCBSOK makes a recovery on a third-party liability claim, BCBSOK will retain twenty-five percent (25%) of any recovered amounts, other than recovery amounts received as a result of, or associated with, any Workers' Compensation Law.
- 3. Third-Party Recovery Vendors and Law Firms Provisions (other than Reimbursement Services): BCBSOK engages with third-party recovery vendors and law firms on a post-pay basis to identify and/or recover any potential overpayments that may have been made to Providers.
- **4.** This BPA is incorporated into and made a part of the Group Contract.

ADDITIONAL PROVISIONS:

- A. Retiree Only Plans and/or Excepted Benefits: If the Small Employer BPA includes any retiree only plans and/or excepted benefits, then Employer represents and warrants that one (1) or more such plans is not subject to some or all of the provisions of Part A (Individual and Group Market Reforms) of Title XXVII of the Public Health Service Act (and/or related provisions in the Internal Revenue Code and Employee Retirement Income Security Act) (an "exempt plan status"). Any determination that a plan does not have exempt plan status can result in retroactive and/or prospective changes by BCBSOK to the terms and conditions of coverage. In no event shall BCBSOK be responsible for any legal, tax or other ramifications related to any plan's exempt plan status or any representation regarding any plan's past, present and future exempt plan status.
- B. Employer shall indemnify and hold harmless BCBSOK and its directors, officers and employees against any and all loss, liability, damages, fines, penalties, taxes, expenses (including attorneys' fees and costs) or other costs or obligations resulting from or arising out of any claims, lawsuits, demands, governmental inquires or actions, settlements or judgments brought or asserted against BCBSOK in connection with (a) any plan's grandfathered health plan status, (b) any plan's exempt plan status, (c) any plan's design (including but not limited to any directions, actions and interpretations of the Employer), and/or (d) any provision of inaccurate information. In no event will BCBSOK be responsible for any legal, tax or other ramifications related to the Employer's elections. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

Notwithstanding anything in the Group Contract or Renewal(s) to the contrary, BCBSOK reserves the right to revise our charge for the cost of coverage (premium or other amounts) at any time if any local, state or federal legislation, regulation, rule or guidance (or amendment or clarification thereto) is enacted or becomes effective/implemented, which would require BCBSOK to pay, submit or forward, on its own behalf or on BCBSOK's behalf, any additional tax, surcharge, fee, or other amount (all of which may be estimated, allocated or pro-rated amounts).

The provisions of paragraphs A-B (directly above) shall be in addition to (and do not take the place of) the other terms and conditions of coverage and/or administrative services between the parties.

WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

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For Employer:	
Name of Authorized Company Official (please print)	Title of Authorized Company Official
Signature of Authorized Company Official	City and State of Signing Official
Date	

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