

NOTICE OF QUALIFYING EVENT
(Form & Notice Procedures)

For more information about this form, the Plan's notice procedures and your COBRA rights and obligations, consult the Plan's Summary Plan Description and COBRA general notice. (You may obtain copies of these documents from the Plan Administrator).

When to Use This Form:

Use this form when any of the following events (qualifying events) occurs:

- A spouse covered under the Plan becomes divorced or legally separated from the covered employee;
- The covered employee reduced or eliminated his or her spouse's Plan coverage in anticipation of their divorce or legal separation, and the anticipated divorce or legal separation has subsequently occurred; or
- A child covered under the Plan ceases to be a dependent under the terms of the Plan.

Deadline:

The deadline for providing this Notice of Qualifying Event is sixty (60) days after the later of (1) the qualifying event; and (2) the date on which the covered spouse or dependent child would lose coverage under the terms of the Plan as a result of the qualifying event.

Notice Procedures:

You must follow the Notice Procedures for Notice of Qualifying Event appearing at the end of this form.

Warning: If your notice is late, or if it is not completed and provided to the Plan Administrator as described in the Notice Procedures for Notice of Qualifying Event appearing at the end of this form, no qualified beneficiary will be offered the opportunity to elect COBRA coverage.

Complete This Portion:

Identify the Covered Employee (the employee or former employee who is or was covered under the Plan):

Print name of employee _____ SS# _____

Address of employee _____

Name of Health Plan _____ Plan ID # _____

Event Description (Check one and complete):

- Qualifying Event - Employee and spouse:
(check one) divorced legally separated
Print name of spouse: _____
Address of spouse: _____
Date of divorce or legal separation: _____
Is a copy of the decree of divorce or legal separation enclosed with this notice? Yes No
If the spouse's coverage was reduced or eliminated, and later a divorce or legal separation occurred, is evidence that the spouse's Plan coverage was eliminated or reduced in anticipation of the divorce or legal separation enclosed with this notice? Yes No N/A

- Qualifying Event - Employee's child ceased to be an eligible dependent under the Plan:
Print name of child: _____
Address of child: same as employee's address different address (provide address) _____

Reason child ceased to be eligible dependent (check one) attained maximum age lost student status

married other (explain _____)
Date of event causing loss of dependent eligibility: _____

Certification, Signature and Date:

I certify that the above information is true and correct.

I am the (check one): employee or former employee spouse or former spouse former dependent child
 other (explain) _____

Signature

Date

Print Name

Address

Telephone Number

Notice Procedures for Notice of Qualifying Event

How to Provide Notice of Qualifying Event

You must mail, fax or hand deliver this notice to:

ACS Benefit Services, Inc.
ATTN: COBRA Coordinator
8025 North Point Boulevard, Ste. 100
Winston-Salem, NC 27106
Fax No. (336) 759- 2741

Your notice must be in writing and must be mailed, faxed or hand-delivered. Oral notice, including notice by telephone, is not acceptable. Electronic (including e-mailed) notices are not acceptable. If mailed, your notice must be postmarked no later than the deadline described on the first page of this Notice of Qualifying Event form. If hand-delivered or faxed, your notice must be received by the individual at the address specified above no later than the deadline described on the first page of this form.

Information for Notice of Qualifying Event

You should use this form of Notice of Qualifying Event to notify the Plan Administrator of a qualifying event (i.e., the divorce or legal separation or a child's loss of dependent status), and all of the applicable items on the form must be completed.

If you are notifying the Plan Administrator of a divorce or legal separation, your notice must include a copy of the decree of divorce or legal separation.

If your coverage is reduced or eliminated and later a divorce or legal separation occurs and you are notifying the Plan Administrator that your Plan coverage was reduced or eliminated in anticipation of the divorce or legal separation of the divorce or legal separation, you must provide notice within sixty (60) days of the divorce or legal separation in accordance with these Notice Procedures for Notice of Qualifying Event and must, in addition, provide

evidence satisfactory to the Plan Administrator that your coverage was reduced or eliminated in anticipation of the divorce or legal separation.

Incomplete Notice of Qualifying Event

If you provide a written notice that does not contain all of the information and documentation required by these Notice Procedures for Notice of Qualifying Event, such a notice will nevertheless be considered timely if all of the following conditions are met:

- The notice is mailed, faxed or hand-delivered to the individual and address specified above;
- The notice is provided by the deadline described on the first page of this form;
- From the written notice provided, the Plan Administrator is able to determine that the notice relates to the Plan;
- From the written notice provided, the Plan Administrator is able to identify the covered employee and qualified beneficiary(ies), the qualifying event (the divorce or legal separation or child's loss of dependent status) and the date on which the qualifying event occurred; and
- The notice is supplemented in writing with the additional information and documentation necessary to meet the Plan's requirements (as described in these Notice Procedures for Notice of Qualifying Event) within fifteen (15) business days after a written or oral request from the Plan Administrator for more information (or, if later, by the deadline for this Notice of Qualifying Event described on the first page of this form).

If any of these conditions is not met, the incomplete notice will be rejected and COBRA will not be offered. If all of these conditions are met, the Plan will treat the notice as having been provided on the date that the Plan receives all of the required information and documentation but will accept the notice as timely.

Who May Provide Notice of Qualifying Event

The covered employee (i.e., the employee or former employee who is or was covered under the Plan), a qualified beneficiary with respect to the qualifying event or a representative acting on behalf of either may provide the notice. A notice provided by any of these individuals will satisfy any responsibility to provide notice on behalf of all qualified beneficiaries who lost coverage due to the qualifying event described in the notice.

Additional Evidence of Date of Qualifying Event May Be Required

If your notice was regarding a child's loss of dependent status, you must, if the Plan Administrator requests it, provide documentation of the date of the qualifying event that is satisfactory to the Plan Administrator (for example, a birth certificate to establish the date that a child reached the maximum age, a marriage certificate to establish the date that a child married, or a transcript showing the last date of enrollment in an educational institution). This will allow the Plan Administrator to determine if you gave timely notice of the qualifying event and were consequently entitled to elect COBRA. If you do not provide satisfactory evidence within fifteen (15) business days after a written or oral request from the Plan Administrator that the child ceased to be a dependent on the date specified in your Notice of Qualifying Event, his or her COBRA coverage may be terminated (retroactively if applicable) as of the date that COBRA coverage would have started. The Plan Administrator will require repayment to the Plan of all benefits paid after the termination date.