



People First Service Center • P.O. Box 6830 • Tallahassee, FL 32314 • Tel: 866-663-4735 • Fax: 800-422-3128 • TTY: 866-221-0268

People First ID: [REDACTED]

12/02/2015

Dear [REDACTED]

If you have already sent your payment, please disregard this notice. If you are or were in a leave without pay status at any time during the months of underpayment, please call your human resource office for assistance.

We reviewed your insurance premium payment history for the current and previous 24 months and determined that one or more of your State Group Insurance plans is underpaid. **The total amount due is \$5.38.**

The insurance deduction from your paycheck for this month was applied to this past underpayment, leaving the current month underpaid. **Your insurance coverage is now suspended** in accordance with Chapter 60P, Florida Administrative Code.

Please make your check or money order payable to the Division of State Group Insurance. Write your People First ID on your payment and send it via regular mail to:

People First Service Center, PO Box 863477, Orlando, FL 32886-3477

Once we receive the total amount due, we will apply your payment and notify your insurance plan to reinstate coverage. If you choose not to send the required payment, your coverage will remain in a state of suspension each month and you will be responsible for the full cost of any services incurred. If you have eligible services while coverage is suspended, you may submit claims to the insurance plan for reimbursement when coverage is reinstated.

For specific information about this underpayment, please log into People First. Select Health & Insurance > Benefits Premium History > Two Years of Under/Over History and then View. Contact your human resource office if any employer variances appear in the details.

Thank you for your prompt attention to this matter. Please call us if you have any questions or concerns at 866-663-4735 or TTY 866-221-0268, Monday through Friday, from 8 a.m. to 6 p.m. Eastern time.

Sincerely,
People First Service Center

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