

Mutual of Omaha List of Contacts

FORMS & ADMINISTRATION

<ul style="list-style-type: none"> • For Claim, Eligibility, Enrollment and Change Forms • For Plan Administration Manual • If you have any questions: 	<p>Please visit our Web site at: www.mutualofomaha.com/customer_service/group_plan_member/forms.html</p> <p>Please visit our Web site at: www.mutualofomaha.com/employers/manual/index.html</p> <p>Please contact Group Policy Services at the toll-free customer service number located on the front of the billing statement.</p>
<ul style="list-style-type: none"> • Enrollment Kits (specific to your group): 	<p>Contact your Group Office Representative</p>
<ul style="list-style-type: none"> • Certificate Booklets: Submit your request for additional certificate booklets to Contract Services. Please include the product, booklet classification, quantity, contact name and phone number, and complete mailing address. 	<p>Email: Contract.Services@mutualofomaha.com</p>

ENROLLMENT/ELIGIBILITY

<ul style="list-style-type: none"> • Benefit Administrator please submit all employee additions, changes, terminations and any other eligibility forms or correspondence to: Please <u>do not</u> mail the above correspondence with your premium remittance through the Lockbox system. • If you have any questions: 	<p>(Please Do Not give the following information to employees) Mutual of Omaha 3 - Group Policy Services Mutual of Omaha Plaza Omaha, NE 68175</p> <p>Please contact Group Policy Services at the toll-free customer service number located on the front of the billing statement.</p>
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BILLING STATEMENT

<ul style="list-style-type: none"> • Benefit Administrators, if you have questions regarding your billing statement, adjustments or eligibility/enrollment: 	<p>Please contact Group Policy Services at the toll-free customer service number located on the front of the billing statement.</p>
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PREMIUM PAYMENT

<ul style="list-style-type: none"> • Benefit Administrator send your Premium Payment with the Premium Remittance slip through the Lockbox system. • Indicate the amount of premium to be allocated to each policy/plan. 	<p>Send to the Lockbox address as shown on the Remittance Slip.</p>
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COBRA BILLING & COLLECTION SERVICES

- Submit all COBRA premiums, additions, changes, and terminations to:

Mutual of Omaha
Policyowner Services
P.O. Box 2147
Omaha, NE 68103-2147
Fax: 402-997-1989
Email: gpes.admin@mutualofomaha.com
Phone: 877-466-8367

- If you have any questions:

LIFE PORTABILITY SERVICES

- Submit all Portability premiums, additions, changes, and terminations to:

Mutual of Omaha
Policyowner Services
P.O. Box 2147
Omaha, NE 68103-2147
Fax: 402-997-1989
Email: gpes.admin@mutualofomaha.com
Phone: 1-877-466-8367

- If you have any questions:

DENTAL (MUTUAL OF OMAHA)

- Mail all completed claim forms to:

Mutual of Omaha
P.O. Box 6560
Sherwood, AR 72124

- If you have any questions:

Phone: 1-877-999-2330 or log on to
www.mutualofomaha.com/dental

DENTABENEFITS CLAIMS

- DentaBenefits: For information regarding a Dental claims contact:

United Concordia
Claims Processing
P.O. Box 69416
Harrisburg, PA 17106

- If you have any questions:

Phone: 1-866-454-3190 or log on to
www.dentabenefits.com

LIFE & AD&D CLAIMS

- Mail all completed claim forms to:

Mutual of Omaha
8 – Group Life Claims
Mutual of Omaha Plaza
Omaha, NE 68175
Phone: 1-800-775-8805

- If you have any questions:

LIFE AND LTD CONVERSION PLAN	
<ul style="list-style-type: none"> • Please refer to your Group Policy/Plan to determine if a Conversion Option is available to your employees. 	
<ul style="list-style-type: none"> • For information on Conversion Plans, contact Individual Selection: 	Phone: 800-826-8054 Fax: 402-351-2537
<ul style="list-style-type: none"> • For information on Companion Life Conversion Plans, contact: 	Phone: 800-733-0662 Fax: 402-351-8679

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