

P.O. Box 27630, Albuquerque, New Mexico 87125-7630

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

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

Current Legal Name of Employer Group:					
Account/Group Number:					
Requested Effective Date of Change (first (1st)	or fifteenth (15 <sup>th</sup> )):// (mm/c	dd/yyyy)			
ONLY COMPLETE ITEMS CHANGING on pages 1-4 (See Page 5 for Benefit Plan change instructions)					
Legal Name of Employer Group changing to:					
Request to change Anniversary Date: (first (1st)	) or fifteenth (15 <sup>th</sup> )):// (mm	n/dd/yyyy)			
Employer Identification Number (EIN):	Fax Number:	Company Telephone Number:			
Physical Address: Number, Street, City, State, 2	Zip	•			
Mailing Address: Number, Street, City, State, Z	ip				
E-Mail Address of Authorized Company Official	:				
Billing Address (if different from mailing): Numb	er, Street, City, State, Zip				
Billing and Correspondence to the attention of:	Billing and Correspondence to the attention of:  Standard Industry Code ("SIC"):				
Billing Cycle:  Change billing cycle to the first (1st) day of each month through the last day of each month.  Change billing cycle to the fifteenth (15th) day of each month through the fourteenth (14th) day of the next month.					
The Blue Access for Employers <sup>sм</sup> ("BAE <sup>sм</sup> ") 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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#### **ELIGIBILITY**

1.	Emplo of hou progra	rs permi	er has determined employees must routinely work (minimum of twenty (20) or other minimum number s permitted by law) hours per week in order to be eligible for health/dental coverage under this benefit n.					
2.	a cove Period	rage dat and elig	<b>ng Period</b> : If a person is added to the Policy and it is later determined that the Policyholder reported be earlier than what would apply to the Employee or Eligible Family Members, based on the Waiting biblity conditions the Policyholder provided to BCBSNM, BCBSNM reserves the right to retroactively brage date for such person.					
	a.		eligible individuals will become effective on the first (1 <sup>st</sup> ) day of the Group Contract/participation monthing: $\square$ Zero (0) days $\square$ Thirty (30) days $\square$ Sixty (60) days.					
		first (1	yee and Eligible Family Members Health and/or Dental Benefit Plans will become effective on the st) day of the Group Contract/participation month following satisfaction of the Waiting Period and untive Eligibility Criteria.					
	b.	Numbe	er of employees serving Waiting Period:					
	C.	conditi is eligil	untive Eligibility Criteria: Provide a representation below regarding the terms of any eligibility ons (other than any applicable waiting period already reflected above) imposed before an individual pole to become covered under the terms of the plan. If any of these eligibility conditions change, you quired to submit a new BPA to reflect that new information.					
		Check	all that apply:					
			<ol> <li>An Orientation Period that:</li> <li>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</li> <li>If used in conjunction with a waiting period, the waiting period begins on the first (1st) day after the orientation period.</li> </ol>					
			A Cumulative hours of service requirement that does not exceed 1200 hours					
			<ul> <li>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:</li> <li>1. Starts between the employee's date of hire and the first (1st) day of the following month;</li> <li>2. Does not exceed twelve (12) months; and</li> <li>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).</li> </ul>					
			Other substantive eligibility criteria not described above; please describe:					
3.	birthda	ay or oth	for covered children: Dependent children are eligible for coverage until their twenty-sixth (26th) er age permitted by law. Dependent Child, used hereafter, means a natural child, a stepchild, an child, an adopted child or child placed for adoption (including a child for whom the Subscriber or					

birthday or other age permitted by law. 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 Subscriber 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 or other age permitted by law, 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 Subscriber 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.

**Termination of coverage upon reaching the limiting age:** Coverage is terminated at the end of the coverage period (billing date) during which the Dependent Child ceases to be eligible, subject to any applicable federal or state law.

4. **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). Disabled means any medically determinable physical or mental condition that prevents the child from engaging in self-

sustaining employment. The disability must begin while the child is covered as a dependent under the Plan or as a dependent child under another employer plan and before the child attains the limiting age with no break in coverage. 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) or a greater age permitted by law. 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) or a greater age permitted by law, and proof of coverage as a disabled Dependent is provided.

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

5.	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 or within another specified number
	of days permitted by law prior to the Policy Anniversary Date of the program. Such person's Individual Coverage
	Date, Family Coverage Date and/or Dependent's Coverage Date will be the Policy Anniversary Date following the
	open enrollment period, provided the application is dated and signed prior to that date.
6	Domestic Partners covered:  Ves No

open	enrollment period, provided the application is dated and signed prior to that date.
	estic Partners covered: Yes No
Emp	s: A Domestic Partner, as defined in the Benefit Booklet, shall be considered eligible for coverage. The loyer is responsible for providing notice of possible tax implications to those covered Employees with estic Partners.
Partr (COI	tinuation coverage for Domestic Partners: If Employer elects coverage for Domestic Partners, Domestic errors are eligible for continuation coverage under Consolidated Omnibus Budget Reconciliation Act of 1985 (BRA) if the Employee elects COBRA coverage. Employer shall determine eligibility for COBRA continuation for estic Partners, if any, on an independent basis from the Employee. Please indicate your election below:
	Yes, Employer elects to offer continuation coverage to Domestic Partners, as defined in the Benefit Bookle on an independent basis from the Employee
	No, Employer does not elect to offer continuation coverage to Domestic Partners on an independent basis from the Employee (Domestic Partners are not independently eligible for continuation coverage)
	Other:

# **CONTRIBUTION AND PARTICIPATION**

Health Employer Contribution, the percentage\* of health premium to be paid by the Employer is:

Medical %				
Employee Only Coverage	0/			
(Single Coverage)	%			

<sup>\*</sup>The minimum contribution amount which is required from the Employer is fifty percent (50%) of the premium for Employee Only (Single Coverage).

BlueCare Dental<sup>™</sup> Employer Contribution if applicable, the percentage of BlueCare Dental premium to be paid by the Employer is:

Dental %					
Employee Only Coverage (Single Coverage)	%				

# Minimum Participation and Employer Contribution. BCBSNM reserves the right to:

- 1. 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 employees (less valid waivers) have enrolled for coverage; and
- 2. Request confirmation of and review participation and contribution on existing business and non-renew or discontinue health coverage if BCBSNM is unable to determine if the fifty percent (50%) minimum employer contribution is met and at least seventy-five percent (75%) of eligible employees (less valid waivers) have enrolled for coverage. No medical policy or contributory dental policy will be issued or renewed unless these minimum contribution and participation requirements are met.

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If applicable, BCBSNM 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 BCBSNM of any change in participation and Employer contribution.

# LEGISLATIVE REQUIREMENTS

LEGISLATIVE REQUIREMENTS						
Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended, are federally mandated requirements. Employer penalties for noncompliance may apply. It is your responsibility to annually inform BCBSNM of whether COBRA is applicable to you based upon your full and part-time employee count in the prior calendar year.						
Failure to advise BCBSNM of a change of status could subject you to governmental sanctions.						
<b>TEFRA</b> is a Medicare secondary payer requirement that mandates employers that employ twenty (20) or more (full-time, part-time, seasonal, or partners) total employees for each working day in each of twenty (20) or more calendar weeks in the current or preceding calendar year to offer the same (primary) coverage to their age sixty-five (65) or over employees and the age sixty-five (65) or over spouses of employees of any age that they offer to younger employees and spouses.						
Are you subject to TEFRA?						
COBRA						
<b>a.</b> Did your company employ twenty (20) or more full-time and/or part-time employees for at least fifty percent (50%) of the workdays of the preceding calendar year?   Yes  No						
<b>b.</b> Are you subject to COBRA?  Yes No						
c. Do you want BCBSNM to administer COBRA benefits (only applies to Groups subject to COBRA)? ☐ Yes ☐ No If yes is selected please complete the COBRA Administration form.						
MEDICARE SECONDARY PAYER RULES  Under the Medicare Secondary Payer Rules, it is your responsibility to annually inform BCBSNM of proper employee counts for the purpose of determining payment priority between Medicare and BCBSNM. To satisfy this responsibility, please timely respond to BCBSNM's request for this information annually.						
The <b>Employee Retirement Income Security Act of 1974 (ERISA)</b> is a federal law that sets minimum standards for employee benefit plans in the private industry. In general, <b>all</b> 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.						
Please provide your ERISA Plan Year*: Beginning Date:// End Date:// (mm/dd/yyyy)						
ERISA Plan Sponsor:						
If you contend that ERISA is not applicable to your account, please give the 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 specify:						
Please provide your Non-ERISA Plan Year (month/day/year)://						
If you have questions about whether ERISA is applicable to your account, or need more information, contact your Legal Advisor.						

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# **BENEFIT PLAN SELECTIONS**

Understanding the Plan # Sample Plan #: B83016PPO					
Metallic Level	Bronze, Silver, Gold, Platinum				
Network/Product Name	PPO	PPO = Blue PPO <sup>sM</sup> ADT = Blue Advantage HMO <sup>sM</sup> PFR = Blue Preferred EPO <sup>sM</sup> HMO = Blue HMO <sup>sM</sup>			

		Health Pr	oduct	s / Benefit Plan	Selec	tion:		
The left-hand column lists the benefit options. Up to three (3) selections from this column are allowed. The corresponding rows to the right of the benefit selection indicate network / product choices for the specified benefit. A maximum of six (6) network / product options may be selected. Refer to the BCBSNM rate / renewal proposal for available plan options / descriptions.								
Please select ALL	benefit			ip intends to off ly offered or not		gardless of wh	ether	the plans are
Preferred HSA Vendor:  BenefitWallet  Flex  HSA Bank HealthEquity, Inc. (BCBSNM to send HSA enrollment to HealthEquity, Inc.  Yes  Non-Preferred HSA Vendor:  Non-Preferred HSA Vendor:								
Preferred FSA Vendor Non-Preferred FSA Ve	: Ber		lex 🗌	HealthEquity, Inc.	☐ HS	SA Bank		
A HSA must be paired with the service or other professional cobenefit arrangements defined to the service of th	ce (IRS). unselor,	Employer Grouto ensure their	ps sho	ould seek advice from sed benefit strateg	om the	ir independent ta	x advi: FSAs	sor, legal counsel, , HRAs, or other
Benefit Selection	lection Blue PPO Blue Advantage H		Advantage HMO		Blue HMO	В	lue Preferred EPO	
(select up to 3 rows)			•	(select u	ıp to 6	)	•	
		P730PPO						P730PFR
				P7J4ADT				
		P810PPO						P820PFR
		P811PPO						
								P821PFR
		G730PPO						G730PFR
		G7E1PPO						
								G7E1PFR
				G7E1ADT		G7E1HMO		
		G7E3PPO						G801PFR
						G7E3HMO		
				G7J5ADT				
				G7N1ADT		G7N1HMO		
		G820PPO						
		G821PPO						

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Benefit Selection	В	lue PPO	Blue	Advantage HMO	Blue HMO	Blue	Preferred EPO
		G822PPO					G833PFR
		G823PPO					
							G832PFR
							G835PFR
							G836PFR
							S7E1PFR
				S7E3ADT			
		S7E4PPO					
		S7E7PPO					S7E5PFR
					S810HMO		
		S830PPO					
		S831PPO					
		S833PPO					
							S840PFR
							S842PFR
		B730PPO					
							B7K1PFR
		B832PPO					B832PFR

# **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; DNMHM42 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. DNMHM46 can be freely paired with any one (1) voluntary option.

Voluntary plans and contributory plans may not be offered together.

Exception: DNMHM57 can be paired with DNMHR33. And, DNMHM59 can be paired with DNMHR43.

# **Participation Requirements**

# Contributory

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

# Voluntary

> twenty-five percent (25%) participation

Employers are not required to contribute to Voluntary dental plans.

# **DENTAL PLAN SELECTION**

	DENTAL I LAN GELLOTION						
		Plan #	Segment				
Keep	Add	High Cov	rerage Allocation				
		DNMHR30	Contributory				
		DNMHR31	Contributory				
		DNMHR32	Contributory				
		DNMHR33	Contributory				
		DNMHR34	Contributory				
		DNMHR35	Contributory				
		DNMHM38	Contributory				
		DNMHM40	Contributory				
		DNMHM42	Contributory				
		DNMHR50	Contributory				
		DNMHM57	Contributory				
		DNMHR43	Voluntary				
		DNMHM44	Voluntary				
		DNMHR45	Voluntary				
		DNMHM46	Voluntary				
		DNMHR52	Voluntary				
		DNMHR53	Voluntary				
		DNMHM59	Voluntary				

Keep	Add	Low Coverage Allocation						
		DNMLR36	Contributory					
		DNMLR37	Contributory					
		DNMLM41	Contributory					
		DNMLM51	Contributory					
		DNMLR58	Contributory					
		DNMLM49	Voluntary					
		DNMLR54	Voluntary					
		DNMLM55 Voluntary						
		DNMLM56	Voluntary					
		DNMLR60	Voluntary					
VISIO	ISION PLAN SELECTION (If Group offers medical and vision, all Members must be enrolled in both)							
One (1	One (1) vision selection is allowed							
	Preferred							
	Premier							

#### **EMPLOYER STATEMENTS**

1. Employer represents and agrees that no person who is not an eligible member under this provision will be listed, named or otherwise represented by it in any way to be an eligible member, and that the Employer will not remit membership premiums for any such person or participant or assist in obtaining or maintaining coverage under the group health plan for such ineligible person. The Employer agrees to maintain complete records and to furnish to BCBSNM, upon request, such information as may be requested by BCBSNM for our underwriting review. The Employer further agrees to permit a payroll audit by BCBSNM or by a representative appointed by BCBSNM.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit, or knowingly presents false information in an application for insurance, is guilty of a crime and may be subject to civil fines and criminal penalties.

- 2. Employer represents and agrees the information and all attestations contained in this Benefit Program Application are true and correct and form an essential basis for our issuance of the Group Contract. Even though this Benefit Program Application is submitted with the proposed premiums or other funds, there will be no coverage until this Benefit Program Application is approved by BCBSNM. Employer agrees and understands that the amount tendered with this Benefit Program Application is based upon a proposal rate, which is subject to change. If BCBSNM approves this Benefit Program Application, BCBSNM will notify Employer and specify the effective date of Group coverage. If BCBSNM does not approve this Benefit Program Application, the submitted funds will be returned to the Employer.
- **3.** Employer agrees to notify BCBSNM of ineligible persons immediately following their change in status from eligible to ineligible.
- 4. Employer agrees to review all applications for completeness prior to submission to BCBSNM. Employer applies for the coverages selected in this Benefit Program Application and provided in the Group Contract and agrees that the obligation of BCBSNM shall only include the Benefits described in the Group Contract or as amended by any Amendments or Endorsements thereto.
- **5.** Employer agrees to pay the required premium and to be bound by the terms and conditions of the Group Contract. It is understood that the rates quoted assume that the Employer is an eligible small Employer. If based

on further information from the Employer it is determined that the Employer is a large Employer, the benefits and rates quoted may change accordingly Employer agrees that an employer participation level may be required according to the "Minimum Participation and Employer Contribution" provision above.

- **6.** Employer agrees that, in the making of this Application, it is acting for and in 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 BCBSNM for any purpose of this Application or any Group Contract issued pursuant to this Application.
- 7. Employer agrees to receive on behalf of its covered Eligible Persons all notices (except for discontinuation notices, or other notices required by law to be delivered directly by BCBSNM) delivered by BCBSNM and to forward such notices to the person involved at their last known address.
- 8. Employer acknowledges that if BCBSNM accepts this Benefit Program Application and issues a Group Policy, BCBSNM may pay the producer a commission and/or other compensation in connection with the issuance of such Group Policy. Employer further acknowledges that if additional information is needed regarding any commissions or other compensation paid the producer by BCBSNM in connection with the issuance of the Group Policy, they should contact the producer.
- **9.** BCBSNM may require a minimum contribution amount from the employer of fifty percent (50%) of the premium for employee only (can be based on the lowest cost medical plan if multiple plans are offered).

# **OTHER PROVISIONS:**

- 1. This BPA is incorporated into and made a part of the Group Contract.
- 2. Employer authorizes its designated producer electronic access to Employer's account through the web portal identified as Blue Access for Employers (BAE) to view and perform maintenance relative to the Employer's employee benefit program on behalf of Employer, including membership eligibility, and not limited to addition and termination of Members from the Employer's employee benefit program. Employer acknowledges that the accuracy of such information entered through BAE is the responsibility of the Employer.
- 3. 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.

If elected below, BCBSNM will provide required written statements of Minimum Credible Coverage (MCC) to Members residing in Massachusetts and submit applicable electronic reporting to the Massachusetts Department of Revenue. Information transmitted will be exclusively based on information provided to BCBSNM by Employer and coverage under the Plan(s) during the term of this Agreement. By electing to have BCBSNM transmit these creditable coverage reports on Employer's behalf, Employer hereby certifies that, to the best of its knowledge, such coverage under the Plan(s) is "creditable coverage" in accordance with the Massachusetts Health Care Reform Act. Employer acknowledges that BCBSNM is not responsible for verifying nor ensuring compliance with any tax and/or legal requirements related to this service. Employer or its Members should seek advice from their legal or tax advisors as necessary. If not elected, Employer acknowledges it will provide written statements and electronic reporting to the Massachusetts Department of Revenue as required by the Massachusetts Health Care Reform Act.

Employer consents to BCBSNM transmitting MCC reports on its behalf Further, Employer attests the information submitted is true and compliant with all relevant MCC Regulations.	hat t	the
Employer will transmit MCC reports and any other documentation as may be required to comply w Massachusetts Health Care Reform Act.	vith t	the

- **4. Reimbursement**: It is understood and agreed that in the event BCBSNM makes a recovery on a third-party liability claim, BCBSNM 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.
- 5. Third-Party Recovery Vendors and Law Firms Provisions (other than Reimbursement Services): BCBSNM 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.

#### **ADDITIONAL PROVISIONS:**

- A. Retiree Only Plans and/or Excepted Benefits: If the BPA includes any retiree only plans and/or excepted benefits, then Employer represents 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 BCBSNM to the terms and conditions of coverage. In no event shall BCBSNM 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 BCBSNM 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 inquiries or actions, settlements or judgments brought or asserted against BCBSNM in connection with (a) any plan's exempt plan status, (b) any plan's design (including but not limited to any directions, actions, and interpretations of the Employer), and/or (c) any provision of inaccurate information. 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, BCBSNM 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 BCBSNM to pay, submit or forward, on its own behalf or on BCBSNM'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.

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

For Employer: