

# How to contribute to your former employee's COBRA

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deel.

\*Disclaimers, legal, special notes.

# Option 1: Deel sets up a subsidy schedule

## Step 1

### Confirm contribution strategy & method

Confirm what you would like to contribute to your former employee's COBRA coverage.

Consider the premium cost of their current coverage plan and for how long you'd like to contribute a prepayment.

**Example:** Your former employee is enrolled in an Employee Only plan where the monthly premium cost is **\$1,000.00**

If you wanted to contribute **100%** of their premium costs for **6 months**, that would mean a prepayment of **\$6,000.00**

Note: there is an additional COBRA admin fee of **2%** of the insurance premium. It is applied monthly; factor this into your calculations if you wish to cover this as well.

So if you wanted to cover the admin fee in this example, that would mean a total prepayment of **\$6,120.00**

**In this instance, you've decided to be invoiced directly by Deel for COBRA contributions.**

## Step 2

### Reach out to your HRX representative

Please reach out to HRX informing them of your intention to contribute to COBRA coverage, and request they set up a **subsidy schedule** on your behalf.

Please be prepared to share the following:

- Plan type you plan to cover
- Length of subsidy
- Start date of subsidy
- \$ or % and then subsequent amount
- Whether you wish to cover the 2% COBRA administration fee, (i.e. if you opt for 100%, this will cover the total premium and the admin fee)

**NB:** If you want a subsidy to run for 2 months, the end date should be input as the last date of the second month.

**Example:** a schedule covering 2 months from 6/1 should be input as starting on 6/1 and ending on 7/31

**Deel will invoice you directly for each month of a subsidy schedule.**

# Option 2: Prepay for your former employee's COBRA

## Step 1

### Confirm contribution strategy & method

Confirm what you would like to contribute to your former employee's COBRA coverage.

Consider the premium cost of their current coverage plan and for how long you'd like to contribute a prepayment.

**Example:** Your former employee is enrolled in an Employee Only plan where the monthly premium cost is **\$1,000.00**

If you wanted to contribute **100%** of their premium costs for **6 months**, that would mean a prepayment of **\$6,000.00**

Note: there is an additional COBRA admin fee of **2%** of the insurance premium. It is applied monthly; factor this into your calculations if you wish to cover this as well.

So if you wanted to cover the admin fee in this example, that would mean a total prepayment of **\$6,120.00**

**In this instance, you've decided to pre-pay our COBRA administration partner Thrivepass directly.**

## Step 2

### Reach out to your HRX representative

Please reach out to HRX informing them of your intention to pre-pay for COBRA coverage. They should be able to confirm the following points and share them with you:

(Your) Division name

(Your) Client ID

Member ID (of your former employee)

**Note:** if you'd like to use a coupon book to make payment, please request this from HRX at this point, **(the payment process does not differ)**.

**A coupon book looks like [this example](#). Please note this this in an illustrative example for reference only and should not be used to submit payment.**

# Option 2: Prepay for your former employee's COBRA

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## Step 3

### Make payment via check

Please mail a check to Thrivepass, informing them of your intended contribution strategy, and including the following required information on the check:

Division name (Legal client name as housed in Prism)

Client ID (as found in Prism)

Participants name

Member ID

Premium payments should be remitted directly to the address below.

Payments must be in the form of a check or money order payable to ThrivePass.

ThrivePass

PO Box 24770

Seattle, WA 98124-0770.

## Step 4

### Thrivepass confirms receipt

Thrivepass will confirm receipt of the check to Deel.

HRX will inform you on your original email or slack exchange.

## Step 5

### Thrivepass enacts payment instruction

Thrivepass will process your payment, and your former employee's Thrivepass member portal will be updated to show "paid through information".

This portal view is also available to HRX, who will confirm this update to you.

