



Administered By: Benefit Programs Administration
Telephone (800) 828-0223 • Facsimile (562) 463-5894

TO: Eligible Retirees of Santa Monica City Employees Coalition Benefit Trust
FROM: Trust Office
DATE: December 4, 2024
RE: 2025 Annual Verification of Premiums

Dear Participant:

You are eligible for monthly reimbursement of insurance premiums (up to the Plan's current monthly Benefit Amount of \$425 from the Santa Monica City Employees Coalition Benefit Trust. In order to receive monthly reimbursement of your insurance premiums, the Trust must verify your insurance premium amounts annually.

Please deliver sufficient documentation of your insurance premiums to our office no later than January 25, 2025, to avoid suspension of benefits on February 7, 2025.

*****Please review the enclosed letter detailing necessary changes to the Annual Verification Process for your health insurance premium expenses.*****

Enclosed is the "Benefit Claim Form" for reimbursement of premiums. Please complete and sign the enclosed Claim Form and return to our office accompanied by documentation showing the following:

- Type of health care insurance (e.g., medical, dental, vision, Medicare (Parts A, B and D), Medicare supplemental, or long-term care). If you are not sure if an insurance premium is reimbursable, please call the Trust Office (phone number above).
- Proof of a Beneficiary's payment of the premiums (e.g., canceled checks drawn to the name of the insurance provider, receipt for payment from the insurance provider, pension statement showing deduction of premiums, bank statement or credit card statement showing payment)
- Date of insurance coverage (date of coverage in 2025)

You can submit the documents via FAX at (562) 463-5894 or email at santamonicacity@bpabenefits.com, or mail to Santa Monica City Employees Coalition Benefit Trust, 1200 Wilshire Blvd., Fifth Floor, Los Angeles, CA 90017-1906.

Please note: If you do not submit sufficient documentation by the above due date, your recurring benefit payments will be suspended until we receive your documentation. If you need help completing the Claim Form or collecting your documentation, please contact our office.

If you have already sent in your 2025 insurance premium documentation and Claim Form, thank you, and please disregard this notice.