

NOTICE OF SECOND QUALIFYING EVENT FORM

Employer Name/Plan Sponsor

When to Use This Form:

Use this form when any of the following events (second qualifying events) occurs:

- A spouse who is receiving COBRA coverage becomes divorced or legally separated from the covered employee;
- A child who is receiving COBRA coverage ceases to be a dependent under the terms of the Plan; or
- The covered employee dies while one of more qualified beneficiaries are receiving COBRA coverage.

Deadline:

The deadline for providing this Notice of Second Qualifying Event is 60 days after the later of: (1) the date of the second qualifying event; and (2) the date on which the covered spouse or dependent child would lose coverage under the terms of the Plan as a result of the second qualifying event (if this event had occurred while the qualified beneficiary was still covered under the Plan).

How to Provide Notice of Second qualifying Event:

You must mail or hand deliver this notice to:

Tri-Star Systems
Attn: COBRA
14323 S. Outer 40 Rd. Suite 200 South
Chesterfield, MO 63017

Your notice must be in writing (using this form) and must be mailed or hand-delivered. Oral notice, including notice by telephone, is not acceptable. Electronic (including e-mailed or faxed) notices are not acceptable. If mailed, your notice must be postmarked no later than the deadline described above. If hand-delivered, your notice must be received by the individual at the address specified above no later than the deadline described above.

Warning: If your notice is late, or if it is not completed and provided to Tri-Star Systems as described above, no extended COBRA coverage will be available to any qualified beneficiary.

For more information about this form, the Plan's notice procedures, and your COBRA rights and obligations, consult the Plan's summary plan description and the Plan's COBRA initial notice and election notice (for 18-month qualifying events). (You may obtain copies of these documents from your former employer.)

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Complete This Portion:

Identify the Employee Who Was Covered Under the Plan:

Print name of employee: _____
Address of employee: _____

Identify Initial Qualifying Event (the event that started your COBRA coverage) (Check one and complete):

Termination of employment Reduction of Hours
Date of initial qualifying event: ____/____/____

Identify All Qualified Beneficiaries:

Print name(s) of all qualified beneficiaries who lost coverage due to the initial qualifying event and who are still receiving COBRA coverage now:

Address of each qualified beneficiary: same as employee's address different address(provide address)

Identify Second Qualifying Event (Check one and complete):

Second Qualifying Event—Employee and spouse: (check one) divorced legally separated

Print name of spouse: _____
Address of spouse: _____

Date of divorce or legal separation: ____/____/____

You must provide a copy of the decree of divorce or legal separation. Is a copy enclosed? • Yes • No

Second Qualifying Event—Employee's child ceased to be an eligible dependent under the Plan

Print name of child: _____
Address of child: same as employee's address different address (provide address)

Reason child ceased to be eligible dependent (check one): attained age ____ lost student status married
other (explain) _____

Date of event causing loss of dependent eligibility: ____/____/____

Second qualifying event—Death of covered employee Date of employee's death: ____/____/____

Certification, Signature and Date: I certify that the above information is true and correct.

I am the (check one): employee or former employee spouse or former spouse former dependent child
other (explain) _____

Signature

Date

Print Name

Address

Address

(_____) _____ --
Telephone Number