

PLEASE COPY or TYPE ON YOUR COMPANY LETTERHEAD

(Date)

Humana Specialty Benefits  
1100 Employer's Blvd  
Green Bay, WI 54344

RE: Billing Address and Company Contact

Group Name: **insert group's name**

Group#: **insert group number**

To Whom it May Concern:

Please note that our billing address has changed effective immediately. Please update the billing address to 6 North Park Drive, Hunt Valley, MD 21030. The physical address should remain **(insert group's physical address)**.

I would also like to add an authorized user to our account for online enrollment and all customer service inquiries:

Carol Fabiszak  
Director, Fully Insured Administration  
410-832-5141 (Direct)  
410-832-1316 (Fax)  
cfabiszak@gbsio.net

Sincerely,

---

(Name & Title)