

# SHOP Marketplace Employer & Employee Premium Payments

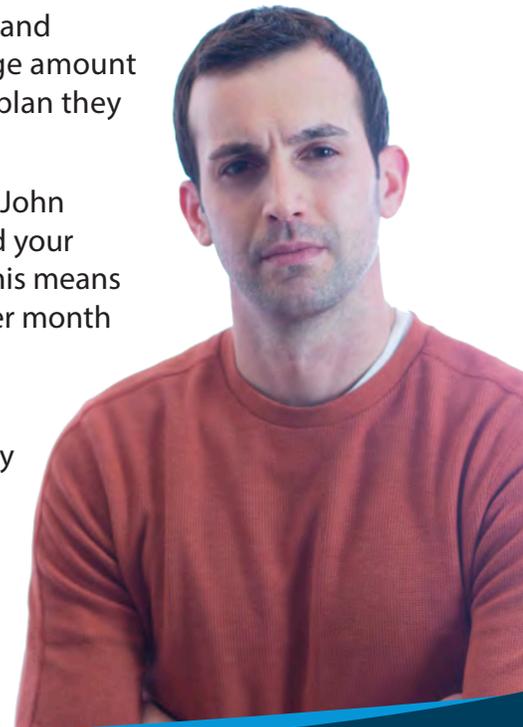
If you're eligible to offer your employees coverage in the Small Business Health Options Program (SHOP) Marketplace, you can set your own premium contribution. This will give you more control over your health coverage spending.

## Health plan premium contributions

You have the option to offer your employees a single health plan or a choice of health plans. You'll also decide how much you want to contribute toward employee and dependent premiums (if you offer dependent coverage).

- If you offer **one** health plan, you'll contribute a fixed percentage of the individual plan premium for each employee and dependent (if you offer dependent coverage). After you select a plan, your fixed percentage contribution will be calculated based on the individual plan premium for each employee and dependent, which will vary based on age.
- If you offer your employees **a choice of plans**, you have 2 options:
  1. **Contribute a fixed percentage of any individual plan premium** within a **health plan category** (like Bronze and Silver) for each employee and dependent (if you offer dependent coverage). The fixed percentage amount will vary from employee to employee based on their age and the plan they choose.

**For example:** Jane is 25, and her plan premium is \$200 per month. John is 60, and his plan premium is \$300. You decided to pay 80% toward your employees' individual plan premiums (which varies by their age). This means that you'll pay \$160 per month toward Jane's premium and \$240 per month toward John's premium.
  2. **Contribute a fixed percentage of a specific "reference plan" premium** amount that you choose. The reference plan is used only to determine the percentage amount you'll contribute toward your employees' premium. The reference plan premium amount will vary from employee to employee based on age.



**For example:** The reference plan premium is \$100 for Bob, and your contribution is 50%. You'll pay \$50 towards Bob's premium, even if he chooses a different plan. The reference plan premium amount will vary from employee to employee based on their age, but you'll know up front what your cost will be for each employee and dependent regardless of the plan each employee chooses.

Whether you offer one plan or a choice of plans, your percentage contribution will convert to a specific dollar amount that you can use for budgeting purposes. You'll see what the employees' and your premium contribution will be when you compare plans.

## Dental plan premium contributions

If you offer dental coverage, you have the option to offer your employees a single dental plan or a choice of dental plans.

- If you offer **one** dental plan, you can contribute based on a fixed percentage.
- If you offer a **choice of dental plans** and want to contribute a fixed percentage toward your employees' dental plan premium, you won't need to select a reference plan.

## How to make premium payments

You'll make one premium payment directly to the SHOP Marketplace, even if you're offering a choice of plans. The SHOP Marketplace will send all payments to the insurance companies.

You should pay your first month's premium by the enrollment deadline (15th of the month prior to the coverage effective date) for coverage to start on the first of the month. If you don't submit your payment when you submit your final application, employee ID cards may be delayed and your coverage could be canceled.

There are 3 ways to make your payment:

1. **Pay online.** This is the fastest way to pay to prevent payment delays or lapse in coverage. Log in to your **HealthCare.gov** account at **HealthCare.gov/small-businesses**, and click on "view invoice/make a payment." You may also choose the auto-pay option for added convenience. If you pay your premium online, you'll get a payment confirmation notice. Keep this notice for your records.

2. **Mail your SHOP payments to:**

SHOP Marketplace  
PO Box 2130  
South Portland, ME 04116

Make checks payable to the SHOP Marketplace and allow 5-7 days for delivery and processing. If you make your payment through a paper check, you won't get a payment confirmation notice. You can call the SHOP Call Center to confirm that the SHOP Marketplace got your payment.

- 3. Pay by phone.** You can call the SHOP Call Center to pay your premiums. A call center representative can start an electronic funds transfer (EFT) on your behalf.

For any questions on your bill and to pay by phone, contact the SHOP Call Center at 1-800-706-7893, Monday – Friday, 9 a.m. – 7 p.m. ET. TTY users should call 711 to reach a customer service representative.

### **Payments after an employee leaves or has been terminated**

If an employee leaves or has been terminated, you'll need to pay the monthly amount on the invoice, or current balance in full, even if the employee leaves before the next billing period. This will keep your account in good standing and will prevent an interruption in health and dental coverage. You can check the status of your account by contacting the SHOP Call Center at 1-800-706-7893, Monday – Friday, 9 a.m. – 7 p.m. ET. TTY users should call 711 to reach a customer service representative.

### **Reinstating coverage that's been terminated**

If your coverage has been terminated for non-payment of premiums, you can contact the SHOP Call Center to get your coverage reinstated. You have 30 days from the day your coverage is terminated to:

- Pay all back-payments in full.
- Pay for your next coverage month.

