

Process:	How to Submit Benefit Premium Research Request Form		Date:	August 1 st 2017
	Form is used when benefit premiums shown on Unpaid Benefit Premium report are inaccurate or if more information is necessary.		Revision:	1
Frequency	Action		Action Detail / Key Points	
Starting Process				
As Needed	1	Open the Benefit Premium Research Request form.	Benefit Premium Research Request form can be found on the ADOA Benefit Website at www.benefitoptions.az.gov	
	2	Agency completes the form.	Complete the form if there are any benefit premium deductions shown on the report that are inaccurate or that the agency determines that the benefit premium is not owed by the employee.	
	3	Agency submits form to ADOA.	Once completed, please submit form to benefitpremium@azdoa.gov .	
	4	Once the form is received at ADOA, the form will be processed .	Once the form has been received by ADOA, Benefits Services Division will research the request and respond within 2 business days.	
Contact Benefits Services Division at 602.542.5008 if you have any questions.				