

Benefits Handbook Date September 1, 2015

# **Contact Information**

## Marsh & McLennan Companies



# Contact Information

*For questions not answered in this handbook, or to follow up on a claim, learn more about a network, etc., please use the contact information below.*

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## For questions about...

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### Medical

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#### Aetna

#### **Claims Administrator**

Aetna  
 P.O. Box 981106  
 El Paso, TX 79998-1106  
 Phone: +1 866 210 7858  
 Website: <http://www.aetna.com/docfind/custom/mmc>  
 Group #: 868802

(Be sure to check your claim form or instructions for the address of the claims processing office.)

#### **Pharmacy Benefits Manager**

Express Scripts  
 P.O. Box 2187  
 Lee's Summit, MO 64063-2187  
 Phone: +1 800 987 8360  
 Website: [www.express-scripts.com](http://www.express-scripts.com)  
 Group #: MMCRX05

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#### Anthem BlueCross BlueShield

#### **Claims Administrator**

Anthem BlueCross BlueShield  
 P.O. Box 105187  
 Atlanta, GA 30348-5187  
 Phone: +1 855 570 1150\*  
 Website: [www.anthem.com](http://www.anthem.com)  
 Group #: 003330152

\*For inquiries regarding services or benefits prior to January 1, 2014, call +1 866 219 8695.

(Be sure to check your claim form or instructions for the address of the claims processing office.)

#### **Pharmacy Benefits Manager**

Express Scripts  
 P.O. Box 2187  
 Lee's Summit, MO 64063-2187  
 Phone: +1 800 987 8360  
 Webster: [www.express-scripts.com](http://www.express-scripts.com)  
 Group #: MMCRX05

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**For questions about...**


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**Kaiser*****Claims Administrator*****Kaiser Permanente – Northern and Southern CA**

Kaiser Foundation Health Plan, Inc.  
 Special Services Unit  
 P.O. Box 23280  
 Oakland, CA 94623

Phone: +1 800 464 4000

Northern California Group #: 604494

Southern California Group #: 232189

**Kaiser Permanente - CO**

Kaiser Foundation Health Plan of Colorado  
 P.O. Box 378066

Denver, CO 80237-8066

Phone: +1 800 632 9700

Colorado Group #: 35660

**Kaiser Permanente - GA**

Kaiser Permanente  
 Nine Piedmont Center  
 3495 Piedmont Road, NE  
 Atlanta, GA 30305-1736

Phone: +1 888 865 5813

Georgia Group #: 10165

**Kaiser Permanente – MAS (Virginia/Maryland/Washington D.C.)**

Kaiser Permanente  
 2101 East Jefferson Street  
 Rockville, MD 20852

Phone: +1 800 777 7902

Virginia/Maryland/Washington D.C. Group #: 23042

**Kaiser Permanente – NW (Oregon/Washington)**

Kaiser Foundation Health Plan of the Northwest  
 Member Relations Department  
 500 NE Multnomah St., Suite 100  
 Portland, OR 97232-2099

Phone: +1 800 813 2000

Oregon/Washington Group #: 19847

Website: [www.kaiserpermanente.org](http://www.kaiserpermanente.org)

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**HMSA's Health Plan  
Hawaii Plus HMO*****Claims Administrator***

HMSA  
 P.O. Box 860  
 Honolulu, HI 96808-0860  
 Phone: +1 808 948 6372  
 Website: [www.hmsa.com](http://www.hmsa.com)

Group #: 96770-1 and 96770-3 (COBRA)

(Be sure to check your claim form or instructions for the address of the claims processing office.)

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**For questions about...**


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**HMSA's Preferred Provider Plan**
***Claims Administrator***

HMSA  
 P.O. Box 860  
 Honolulu, HI 96808-0860  
 Phone: +1 808 948 6111  
 Website: www.hmsa.com  
 Group #: 96770-1 and 96770-3 (COBRA)  
 (Be sure to check your claim form or instructions for the address of the claims processing office.)

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**UnitedHealthcare**
***Claims Administrator***

UnitedHealthcare  
 P.O. Box 740800  
 Atlanta, GA 30374-0800  
 Phone: +1 866 540 5954  
 Website: www.myuhc.com  
 Group #: 098400  
 (Be sure to check your claim form or instructions for the address of the claims processing office.)

***Pharmacy Benefits Manager***

Express Scripts  
 P.O. Box 2187  
 Lee's Summit, MO 64063-2187  
 Phone: +1 800 987 8360  
 Website: www.express-scripts.com  
 Group #: MMCRX05

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**Trion**
***COBRA Administrator***

For election forms and premium payments:  
 Trion Group, Inc.  
 P.O. Box 2672  
 Omaha, NE 68108-2672  
 For all other correspondence:  
 Trion Group, Inc.  
 2300 Renaissance Boulevard  
 King of Prussia, PA 19406  
 Phone: +1 866 324 4087, any business day, 8:30 a.m. to 5:30 p.m., Eastern time.  
 Website: <http://www.cobra-link.com/>

***Retiree Medical Billing Administrator***

Trion Group, Inc.  
 Phone: +1 866 324 4087, any business day, 8:30 a.m. to 5:30 p.m., Eastern time.

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**Dental**


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**For questions about...**


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<b>Dental Plan</b>	<p><b><i>Claims Administrator</i></b>          Metropolitan Life Insurance Company (MetLife)          One Madison Avenue          New York, NY 10010          Phone: +1 800 942 0854          Website: <a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a> (enter "Marsh &amp; McLennan Companies" in the form to enter your company name)          Standard Group #: 0313066          Premier Group#: 0313065</p>
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**Vision**

<b>Vision Care Plan</b>	<p>VSP          Phone: +1 800 877 7195          Email: <a href="http://www.vsp.com">www.vsp.com</a>          Online chat: <a href="http://www.vsp.com">www.vsp.com</a>          Low Option Group #: 30052197          High Option Group #: 30052197003</p>
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**Spending Accounts**

<b>Dependent Care Flexible Savings Account</b>	<p><b><i>Claims Administrator</i></b>          PayFlex Systems, USA          P.O. Box 4000          Richmond, KY 40476-4000          Phone: +1 888 678 8242          Fax: +1 888 238 3539          Website: <a href="https://www.payflexdirect.com/EmployeeLogin.aspx">https://www.payflexdirect.com/EmployeeLogin.aspx</a>          Group #: 876230</p>
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<b>Health Care Flexible Savings Account</b>	<p><b><i>Claims Administrator</i></b>          PayFlex Systems, USA          P.O. Box 4000          Richmond, KY 40476-4000          Phone: +1 888 678 8242          Fax: +1 888 238 3539          Website: <a href="https://www.payflexdirect.com/EmployeeLogin.aspx">https://www.payflexdirect.com/EmployeeLogin.aspx</a>          Group #: 876230</p>
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<b>Health Savings Account (HSA)</b>	<p><b><i>Claims Administrator</i></b>          PayFlex Systems, USA          P.O. Box 4000          Richmond, KY 40476-4000          Phone: +1 888 678 8242          Fax: +1 888 238 3539          Website: <a href="https://www.payflexdirect.com/EmployeeLogin.aspx">https://www.payflexdirect.com/EmployeeLogin.aspx</a>          Group #: 876230</p>
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**For questions about...**


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Limited Purpose Health  
Care Flexible Savings  
Account

**Claims Administrator**

PayFlex Systems, USA  
P.O. Box 4000  
Richmond, KY 40476-4000  
Phone: +1 888 678 8242  
Fax: +1 888 238 3539  
Website: <https://www.payflexdirect.com/EmployeeLogin.aspx>  
Group #: 876230

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**Insurance**

Basic Life Insurance Plan

**Claims Administrator**

Metropolitan Life Insurance Company  
200 Park Avenue  
New York, NY 10166  
Group #: 1098400  
(Be sure to check your claim form for the address of the claims processing office.)

**Contacts****For general information:**

Employee Service Center  
Phone: +1 866 374 2662, any business day, 8 a.m. to 8 p.m., Eastern time.

**For filing a claim:**

MetLife  
Group Life Claims  
P.O. Box 3016  
Utica, NY 13504

**For appealing a claim:**

MetLife  
Group Life Claims  
P.O. Box 3016  
Utica, NY 13504

**For converting your coverage:**

Metropolitan Life Insurance Company  
Phone: +1 877 431 1167

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**For questions about...**

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**Business Travel Accident  
Insurance Plan*****Claims Administrator***

National Union Fire Insurance Company of Pittsburgh, PA, a division  
of American International Group (AIG)

AIG Claims

P.O. Box 25987

Shawnee Mission, KS 66225

Phone: +1 800 551 0824

Policy Number: GTP 9129189-A

***Contacts*****For filing a claim:**

National Union Fire Insurance Company of Pittsburgh, PA, a division  
of American International Group (AIG)

AIG Claims

P.O. Box 25987

Shawnee Mission, KS 66225

Phone: +1 800 551 0824

**For appealing a claim**

National Union Fire Insurance Company of Pittsburgh, PA, a division  
of American International Group (AIG)

AIG Claims

P.O. Box 25987

Shawnee Mission, KS 66225

Phone: +1 800 551 0824

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**For questions about...**


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**Group Variable Universal  
Life Insurance Plan**
***Claims Administrator***

Metropolitan Life Insurance Company  
13045 Tesson Ferry Road  
Mail Code A2-10  
St Louis, MO 63128

***Contacts***
**For general information:**

Mercer Voluntary Benefits

Phone: +1 800 225 2265, Monday - Friday, 8 a.m. - 10 p.m., Eastern time [You will be transferred to a MetLife GVUL Customer Service Representative.]

**For filing a claim:**

Metropolitan Life Insurance Company  
13045 Tesson Ferry Road  
Mail Code A2-10  
St Louis, MO 63128

**For appealing a claim:**

Metropolitan Life Insurance Company  
13045 Tesson Ferry Road  
Mail Code A2-10  
St Louis, MO 63128

**For converting your coverage:**

Mercer Voluntary Benefits

Phone: +1 800 225 2265, Monday - Friday, 8 a.m. - 10 p.m., Eastern time [You will be transferred to a MetLife GVUL Customer Service Representative.]

Website: [www.metlife.com/metlife-advice](http://www.metlife.com/metlife-advice)

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**Personal Excess Liability  
Insurance Plan**

Mercer Health & Benefits Administration

Phone: +1 800 225 2265, any business day, 8 a.m. to 6 p.m.  
Eastern time.

Website: [www.mmcvoluntarybenefits.com](http://www.mmcvoluntarybenefits.com)

Group #: GPE-157342816

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**For questions about...**


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**Long Term Care Insurance Plan*****Claims Administrator***

Genworth Life Insurance Company  
 Group Processing Center – Marsh & McLennan Companies  
 P.O. Box 64010  
 St. Paul, MN 55164-0010  
 Telephone: +1 800 416 3624  
 Policy Numbers: 11034 and 11035

***Contacts*****For filing a claim:**

Genworth Life Insurance Company  
 Group Processing Center – Marsh & McLennan Companies  
 P.O. Box 64010  
 St. Paul, MN 55164-0010

**For appealing a claim:**

Genworth Life Insurance Company  
 Group Processing Center – Marsh & McLennan Companies  
 P.O. Box 64010  
 St. Paul, MN 55164-0010

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**Voluntary AD&D Plan*****Claims Administrator***

National Union Fire Insurance Company, a Chartis Company  
 32 Old Slip, 22<sup>nd</sup> Floor  
 New York, New York 10005  
 Phone: +1 646 857 1589  
 Active Group #: 9131403  
 Retired Group #: 8062289

(Be sure to check your claim form for the address of the claims processing office.)

***Contacts*****For filing a claim:**

Chartis  
 A&H Claims Division  
 P.O. Box 25987  
 Shawnee Mission, KS 66225  
 Phone: +1 800 551 0824

**For appealing a claim**

Chartis  
 A&H Claims Division  
 P.O. Box 25987  
 Shawnee Mission, KS 66225  
 Phone: +1 800 551 0824

**For converting your coverage**

Chartis  
 c/o Reuben Warner Associates  
 1655 Richmond Avenue  
 Staten Island, New York 10312  
 Phone: +1 800 421 3005

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**For questions about...**


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**Personal Life Insurance Plan*****Claims Administrator***

Unum  
 1 Fountain Square  
 Chattanooga, TN 37402  
 Phone: +1 800 635 5597  
 Group #: 0008604789

***Contact:***

Mercer Health & Benefits Administration  
 Phone: +1 800 225 2265

***Contacts*****For filing a claim:**

Unum  
 The Benefits Center  
 P.O. Box 100158  
 Columbia, SC 29202-3158  
 Phone: +1 800 635 5597  
 Fax: +1 800 447 2498

**For appealing a claim:**

Unum  
 The Benefits Center  
 Appeals Unit – 1 North  
 P.O. Box 180136  
 Chattanooga, TN 37401-3030  
 Fax: +1 423 755 8383

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**Disability****Basic Long Term Disability*****Claims Administrator***

The Hartford Life Insurance Companies  
 P.O. Box 946710  
 Maitland, FL 32794-6710  
 Phone: +1 800 303 9744  
 Fax: +1 407 919 6329  
 Group #: 83082035

**For filing a claim:**For regular mail:

The Hartford  
 P.O. Box 14306  
 Lexington, KY 40512-4306

For overnight mail:

The Hartford – Maitland Disability  
 2432 Fortune Drive  
 Lexington, KY 40509

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**For questions about...**


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Long Term Disability  
Bonus Income Plan

**Claims Administrator**

The Hartford Life Insurance Companies  
P.O. Box 946710  
Maitland, FL 32794-6710  
Phone: +1 800 303 9744  
Fax: +1 407 919 6329  
Group #: 83082035

**For filing a claim:**For regular mail:

The Hartford  
P.O. Box 14306  
Lexington, KY 40512-4306

For overnight mail:

The Hartford – Maitland Disability  
2432 Fortune Drive  
Lexington, KY 40509

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Optional Long Term  
Disability

**Claims Administrator**

The Hartford Life Insurance Companies  
P.O. Box 946710  
Maitland, FL 32794-6710  
Phone: +1 800 303 9744  
Fax: +1 407 919 6329  
Group #: 83082036

**For filing a claim:**For regular mail:

The Hartford  
P.O. Box 14306  
Lexington, KY 40512-4306

For overnight mail:

The Hartford – Maitland Disability  
2432 Fortune Drive  
Lexington, KY 40509

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Short Term Disability

**Claims Administrator**

The Hartford Life Insurance Companies  
**Employee Service Center**  
(Leave Management Team)  
+1 866 374 2662 Prompt #7

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**Investment and  
Savings**

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**For questions about...**

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**Employee Stock Purchase Plan** For more information after stock is purchased, contact the Plan's service provider, Morgan Stanley:  
Morgan Stanley Wealth Mgmt  
Global Stock Plan Services  
4343 Easton Commons, 2<sup>nd</sup> Floor  
Columbus, OH 43219  
Phone: +1 877 281 3287 or +1 801 617 7417  
Website: www.stockplanconnect.com

**Contacts****Outside the United States:**

North and South America: +1 801 617 7417  
Europe/Middle East: 34 91 050 7277  
Australia, Asia/Pacific Region: 61 3 9188 2079

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**Benefit Equalization Plan** Plan Administrator – Benefit Equalization Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor  
Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**  
Plan Administrator – Benefit Equalization Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor  
Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**Marsh & McLennan Companies Retirement Plan**

**Contacts****For filing a claim:**

Plan Administrator – Marsh & McLennan Companies Retirement Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor  
Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**

Plan Administrator – Marsh & McLennan Companies Retirement Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor  
Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**For questions about...**


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**Mercer HR Services  
Retirement Plan**

**Contacts****For filing a claim:**

Plan Administrator – Mercer HR Services Retirement Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River St.  
Hoboken, NJ 07030-5794

**For appealing a claim**

Plan Administrator – Mercer HR Services Retirement Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River St.  
Hoboken, NJ 07030-5794

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**Marsh & McLennan  
Companies 401(k)  
Savings & Investment Plan**

**Contacts****For filing a claim:**

Plan Administrator – Marsh & McLennan Companies 401(k)  
Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**

Plan Administrator – Marsh & McLennan Companies 401(k)  
Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**For questions about...**


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**MMA 401(k) Savings & Investment Plan****Contacts****For filing a claim:**

Plan Administrator – MMA 401(k) Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**

Plan Administrator – MMA 401(k) Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**Supplemental Savings & Investment Supplemental Plan****Contacts****For filing a claim:**

Plan Administrator – Supplemental Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**

Plan Administrator – Supplemental Savings & Investment Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**Supplemental Retirement Plan**

Plan Administrator – Supplemental Retirement Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

**For appealing a claim:**

Plan Administrator – Supplemental Plan  
c/o Global Benefits Department, 6<sup>th</sup> Floor

Marsh & McLennan Companies, Inc.  
Waterfront Corporate Center  
121 River Street  
Hoboken, NJ 07030-5794

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**Employee Programs and Policies**

<b>For questions about...</b>	
<b>Choice Auto and Home Insurance Program</b>	To receive a quote, apply for coverage, or ask questions: Contact: Mercer Health & Benefits Administration Phone: +1 800 225 2265, any business day, 8 a.m. to 6 p.m. Eastern time. Website: <a href="http://www.mmcvoluntarybenefits.com">www.mmcvoluntarybenefits.com</a>
<b>Best Doctors Program</b>	<b>Claims Administrator</b> Best Doctors 1 Boston Place, 32 <sup>nd</sup> Floor Boston, MA 02108 Phone: +1 866 904 0910 Website: <a href="http://www.bestdoctors.com/healthymemmc">www.bestdoctors.com/healthymemmc</a> <b>Contacts</b> <b>For filing a claim:</b> Best Doctors 1 Boston Place, 32 <sup>nd</sup> Floor Boston, MA 02108 <b>For appealing a claim:</b> Best Doctors 1 Boston Place, 32 <sup>nd</sup> Floor Boston, MA 02108 <b>For COBRA coverage:</b> Trion Phone: +1 866 324 4087
<b>Employee Assistance Program (EAP)</b>	<b>Claims Administrator</b> CIGNA Behavioral Health 3636 Nobel Drive Suite 150 San Diego, CA 92122 Phone: +1 800 382 3432 <b>Contacts</b> <b>For filing a claim:</b> CIGNA Behavioral Health 3636 Nobel Drive Suite 150 San Diego, CA 92122 <b>For appealing a claim:</b> CIGNA Behavioral Health 3636 Nobel Drive Suite 150 San Diego, CA 92122 <b>For COBRA coverage:</b> Trion Phone: +1 866 324 4087 Website: Go to Colleague Connect ( <a href="https://colleagueconnect.mmc.com">https://colleagueconnect.mmc.com</a> ). Click <b>Career &amp; Rewards</b> and select <b>Employee Assistance Program (EAP)</b> under Programs. The Employer ID to access the site is: <b>mmc</b> .

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**For questions about...**


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<b>Family Resource Program</b>	<p>LifeCare  Phone: +1 800 873 4636  Website: Go to Colleague Connect (<a href="https://colleagueconnect.mmc.com">https://colleagueconnect.mmc.com</a>). Click Career &amp; Rewards and select LifeCare under Programs. Your Screen Name and Password should each pre-populate with MMCUSER. If the Screen Name and Password are not pre-populated, to access the LifeCare website, enter MMCUSER as both your Screen Name and Password.</p>
<b>Bright Horizons Back-up Care Advantage Program</b>	<p>Back-up Care Advantage Program  Phone: +1 877 242 2737 – 24 hours a day, 7 days a week  Website: Go to <a href="http://www.backup.brighthorizons.com">www.backup.brighthorizons.com</a>.  The login information for the website is as follows: username = MMCo and password = 4Backup.</p>
<b>Health Advocate Program</b>	<p><b>Claims Administrator</b>  Health Advocate  3043 Walton Road, Suite 150  Plymouth Meeting, PA 19426  Phone: +1 866 799 2488  Website: <a href="http://www.healthadvocate.com/healthymemmc">www.healthadvocate.com/healthymemmc</a></p> <p><b>Contacts</b></p> <p><b>For filing a claim:</b>  Health Advocate  3043 Walton Road, Suite 150  Plymouth Meeting, PA 19426</p> <p><b>For appealing a claim:</b>  Health Advocate  3043 Walton Road, Suite 150  Plymouth Meeting, PA 19426</p> <p><b>For COBRA coverage:</b>  Trion  Phone: +1 866 324 4087</p> <hr/>

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**For questions about...**


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**Healthyroads Program*****Claims Administrator***

Healthyroads  
 P.O. Box 509040  
 San Diego, CA 92150-9040  
 Phone: +1 877 330 2746  
 Email: [service@healthyroads.com](mailto:service@healthyroads.com)  
 Website: [www.Healthyroads.com](http://www.Healthyroads.com)

***Contacts*****For filing a claim:**

Healthyroads  
 Attn: Customer Service Department  
 P.O. Box 509040  
 San Diego, CA 92150-9040  
 Phone: +1 877 330 2746  
 Email: [service@healthyroads.com](mailto:service@healthyroads.com)

**For appealing a claim:**

Healthyroads  
 Attn: Appeals and Grievance Department  
 P.O. Box 509040  
 San Diego, CA 92150-9040  
 Phone: +1 877 330 2746  
 Email: [service@healthyroads.com](mailto:service@healthyroads.com)

**For COBRA coverage:**

Trion  
 Phone: +1 866 324 4087

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**HelloWallet**

HelloWallet  
 Hours: Any business day, 10:00 a.m. – 7:00 p.m. Eastern time.  
 Phone: +1 866 554 3556  
 Website: [www.hellowallet.com/mmc](http://www.hellowallet.com/mmc)  
 Email: [support@hellowallet.com](mailto:support@hellowallet.com)

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**Identity Theft Protection  
Benefit Program**

InfoArmor  
 7001 N. Scottsdale Road  
 Suite 2020  
 Scottsdale, AZ 85253  
 Phone: +1 800 225 2265  
 Website: [www.mmcvoluntarybenefits.com](http://www.mmcvoluntarybenefits.com)

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<b>For questions about...</b>	
<b>Legal Assistance Plan</b>	<p><b>Claims Administrator</b>            Hyatt Legal Plans, Inc.            1111 Superior Avenue            Cleveland, OH 44114-2507            Phone: +1 800 821 6400            Website: www.legalplans.com            Group #: 130</p> <p>(This is the main business address for the Administrator. Be sure to check your claim form or instructions for the address of the claims processing office.)</p> <p><b>Contacts</b></p> <p><b>For filing a claim:</b>            Hyatt Legal Plans, Inc.            1111 Superior Avenue            Cleveland, OH 44114-2507</p> <p><b>For appealing a claim:</b>            Hyatt Legal Plans, Inc.            1111 Superior Avenue            Cleveland, OH 44114-2507</p> <p><b>For converting your coverage:</b>            Hyatt Legal Plans, Inc.            Phone: +1 800 821 6400            Website: www.legalplans.com</p>
<b>Matching Gifts to Education Program</b>	<p>Marsh &amp; McLennan Companies Matching Gifts to Education Program            Phone: +1 877 427 4483            Fax: +1 609 799 8019            Email: mmc@easymatch.com</p>
<b>Pet Insurance Plan</b>	<p>Veterinary Pet Insurance, Co. (VPI)            Phone: +1 800 225 2265            Website: www.petinsurance.com/affiliates/mmc_pr.</p>
<b>Scholarship Program</b>	<p>National Merit Scholarship Corporation            Phone: +1 847 866 5100</p>
<b>Transportation Reimbursement Incentive Program (TRIP)</b>	<p>WageWorks            Phone: +1 877 924 3967, any business day, from 9 a.m. to 8 p.m. Eastern time            Website: www.wageworks.com            Group #: 1732</p>
<b>Tuition Assistance</b>	<p>Contact your Human Resources representative or your manager.</p>