



Retiree, COBRA and survivor accounting system rules

Consistent procedures are necessary to meet our state-established financial requirements. Please review the following policies and guidelines pertaining to financial compliance.

- All balances are due in our office on the 10th of the month and must be paid as billed; do not adjust the billing statement.
- One check may be sent for the active subscribers, and retiree, COBRA and survivor subscribers. All checks should be made payable to S.C. PEBA (Public Employee Benefit Authority).
- You must return a completed remittance advice form with every payment. Do not return any other section of the billing statement with your payment.
- Mail the payment to:
S.C. PEBA
P.O. Box 11661
Columbia, SC 29211.
- If there is an enrollment error on the coverage processing section of the bill, please call the Customer Contact Center at 803.737.6800 or 888.260.9430.
- If there is an inquiry concerning the Account Summary or Billing Summary, contact the account representative for your group at 803.734.1696. The account representative's name is shown on the first page of the billing statement.
- Do not delay the regular remittance of monthly premiums due to failure to collect payments. Payment is due as billed. The collection of premiums has no bearing on payment.