



# NOTICE

**TO:** All Contributing Employers and Members

**FROM:** Patricia Kelly, Executive Director

**DATE:** June 20, 2024

**SUBJECT:** Shared Mailboxes

In an effort to manage inquiries and responses from employers and members, MEBA has implemented the use of departmental shared mailboxes; effective immediately.

A shared mailbox is a mailbox that allows multiple assigned MEBA Staff to read and respond to email messages; thereby increasing efficiency in addressing, inquiries or concerns; relating to benefit claims and contributions. Please direct all subject matter emails to one of the shared email addresses noted in the table below;

Department Mailboxes	EMAIL ADDRESS	Topics
Administration Department	<a href="mailto:Admin@mebaplans.org">Admin@mebaplans.org</a>	All Administrative, Executive or General Plan Inquiries, Training Checks, Pensioner Return to Work Requests, and related issues.
Benefit Contributions from Employers	<a href="mailto:Contributions@MEBAPLANS.org">Contributions@MEBAPLANS.org</a>	Employers send information, inquiries or concerns regarding portal remittances, member wages earned and related issues to this email.
Diagnostic Clinics	<a href="mailto:DiagnosticClinics@mebaplans.org">DiagnosticClinics@mebaplans.org</a>	MEBA clinics related questions or concerns, including appointment scheduling.
Medical Department	<a href="mailto:Medical@mebaplans.org">Medical@mebaplans.org</a>	All medical claims, Explanation of Benefits (EOBS), Eligibility Questions, Member Address Changes, Permanent Data Forms (PDFs), COBRA, Birth Certificates, Death Certificates, Drug Certificates, and related questions.

Department Mailboxes	EMAIL ADDRESS	Topics
Pension Department	<a href="mailto:Pension@mebaplans.org">Pension@mebaplans.org</a>	Pension Applications, IRS Forms W-4P, MPB or 401(k) Applications, Life Benefit Applications, or related Questions
Finance	<a href="mailto:finance@mebaplans.org">finance@mebaplans.org</a>	Banking, Audit & Tax Related Inquires
Travel Services	<a href="mailto:Travel@mebaplans.org">Travel@mebaplans.org</a>	All Travel-Related Issues or Questions: To schedule travel for the school or clinics
Vacation Department	<a href="mailto:Vacation@mebaplans.org">Vacation@mebaplans.org</a>	All Vacation Applications, Converted Overtime Applications, Port Relief Vouchers, and all related Questions
Webmaster	<a href="mailto:Webmaster@mebaplans.org">Webmaster@mebaplans.org</a>	MEBA's website related Inquiries or Concerns
401K Escrow	<a href="mailto:401kescrow@mebaplans.org">401kescrow@mebaplans.org</a>	401K Contributions related Inquires or Concerns

We appreciate your patience and compliance, as we implement new and improved tools, and procedures; to assist us in delivering top tier service to our employers and membership.