



WILLIS THOMPSON
MAYOR

February 2, 2026

PayFlex Systems USA, Inc
ATTN: Contracts
11819 Miami Street, Suite 200
Omaha, NE 68164

Re: *Administrative Services Agreement and Amendments*

To Whom It May Concern:

On March 9, 2016, the City of Vicksburg entered into the *Administrative Services Agreement* (“Agreement”) with PayFlex for PayFlex to provide COBRA administrative services to the City of Vicksburg. Pursuant to Section 4.5, the Agreement could be terminated by a future administration of the City of Vicksburg, Mississippi, a municipal government entity. On July 1, 2025, a new administration was sworn in to govern the City of Vicksburg, Mississippi. As such, the new administration hereby desires to terminate the Administrative Services Agreement and its Amendments with PayFlex and any of its assigns effective March 3, 2026. Please be advised that the City of Vicksburg hereby gives you 30 days’ notice that it is terminating the Agreement effective **Tuesday, March 3, 2026**.

The City requests that PayFlex completes the processing of all reimbursement requests received by PayFlex that are due and payable before the termination of the Agreement. The City further requests that PayFlex deliver a complete and final accounting pursuant to Section 4.4 of the Agreement by February 20, 2026. Please confirm that this timeframe is acceptable for the provision of the complete and final accounting.

The City of Vicksburg is appreciative of PayFlex’s services to its City employees and appreciate your courtesies in this matter.

Sincerely,

Willis Thompson
Mayor

CITY OF VICKSBURG • OFFICE OF THE MAYOR

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