

Direct Premium Billing and Payment Process

Human Resources is working with the benefits administrator, Affiliated Computer Systems, to improve the current benefit billing and payment process. Currently, Affiliated is completing an exhaustive reconciliation of all individual accounts and will be sending out updated invoices in March. **This reconciliation has caused a delay in the mailing of the February and March invoices as follows:**

- An invoice for February (for March benefit coverage) will not be sent.
- An invoice will be mailed on or around March 14th which will include premium amounts for benefit coverage in both March and April, as well as updates made from the reconciliation process.

Please note the following:

- Your coverage will continue. Benefit coverage will not be impacted due to the late invoices.
- Late fees **will not** be assessed on the March invoices. Additionally, late fees applied in December 2007 and January 2008 are being waived. If you have included payment for these late fees, a credit will be applied on your March invoice.
- If you are on Direct Debit payment, your March premiums will be deducted the first week of March, instead of the regularly scheduled date of February 25th. You will be notified prior to having the April premiums deducted from your account.
- If you have already made your payments in advance of receiving your invoice, these payments will be posted to your account.