



Group Benefit Services Electronic Payment Options

Group Benefit Services is pleased to offer you an on-line electronic payment option to pay your monthly premium invoice. Using the Electronic Payment option, offered by your Financial Institution or Third Party Payment Provider, you may make payments following the guidelines below:

MONTHLY PAYMENT SET UP

The E-Payment option allows you to use your existing banking relationship (with associated financial institute safeguards) or third party providers to initiate an electronic transfer of funds to GBS. Information that will be required to complete your On-Line Payment may vary by bank but must include the following information:

- Payee Name: **Group Benefit Services, Inc.**
- Payee Payment Address: **P.O. Box 64802
Baltimore, MD 21264-4802**
- Payee Phone Number: **410.832.1300**
- Your Account Number: **Unique Account Number on your invoice which identifies your account for GBS payment posting**

PAYMENT DATE/AMOUNT:

Please be certain that the payment date indicated in your transaction is at least five days prior to the actual due date. Although you may schedule a payment at any time, please be aware that banks actually initiate payment (i.e., send to the payee) only on business days. Bill payments are typically debited from your account at the end of the business day on the payment date you enter.

Since premium invoice amounts fluctuate due to enrollment activity or renewal rate changes, it is important to initiate payments on a monthly basis rather than as a recurring/fixed payment. As you are aware, GBS requires premium payment for the billed amount. Adjustments for enrollment activity processed after invoicing will be reflected on the following month's invoice.

PAYMENT'S ACCEPTED ELECTRONICALLY:

GBS has the ability to receive electronic payments from multiple sources into an electronic lockbox. This technology safeguards the data, speeds the deposit, and allows funds to be posted accurately and reconciled efficiently. Please note the new lockbox number above.

We thank you for considering the new electronic payment option and will be happy to answer any questions you may have regarding this new payment method.

IMPORTANT NOTE: Effective immediately, all payments made electronically or via mail should be sent to the lockbox address noted above.