

Direct Debit (ACH) for Your Monthly Direct Bill Premium Payments

WageWorks offers the easy and convenient service of automatically deducting your monthly Direct Bill premiums from your checking or savings account.

Why would I want to sign up for the Direct Bill Premium Direct Debit Service?

- ▶ The direct debit service is a great way to ensure that your monthly premiums will always be paid in full and on time
- ▶ Your direct debit will be processed between the 7th and the 10th of each month
- ▶ No more worrying about remembering when to send in monthly premium payments
- ▶ The Direct Debit Service is a great way to save money on checks and postage each month

How do I sign up?

Simply print out the Direct Debit (ACH) Form from the WageWorks Participant website: <https://cobra.wageworks.com/ParticipantSite>

After completing the form, you can either mail or fax the form to WageWorks. The fax number and the mailing address are right on the form.

Note: You will need to provide a voided check that contains the routing and account numbers of the account that the direct debit will be drawn against.

Please note that until such time that your bank has finalized the automated debit process from your checking or savings account, you must continue to send your monthly premiums via check or money order to WageWorks, Inc. to avoid any interruption or cancellation of coverage.

Can I cancel the Direct Debit Service?

Absolutely! If at any time you would like to cancel your Direct Debit Service, you would simply print out and fax or mail an updated Direct Debit Form to WageWorks.