

Employer eServices Scheduled Direct Debit

Sign up for UnitedHealthcare's Scheduled Direct Debit and have your premium payments automatically deducted from your bank account.

If you're looking for new and better ways to help organize, streamline and generally make your job easier, there's no better place to start than with UnitedHealthcare's Scheduled Direct Debit.

That's because Scheduled Direct Debit is a safe, convenient and automatic way to pay your monthly insurance premiums.

All you do is sign up, then every month we automatically deduct your premium from your company's bank account.

Even better, Scheduled Direct Debit helps you better organize your payment records, streamlines your monthly invoice payment process and frees you up to get on with the business of your business.

Enroll today in UnitedHealthcare's Scheduled Direct Debit program. Just fill in the simple form on the reverse side and return it to us. Do it today. And give yourself one less thing to worry about.

Scheduled Direct Debit:

- ▶ Lets you pay your premium at the same time each month.
- ▶ Provides predictable cash outflow.
- ▶ Gives you a consistent process for your premium payment.
- ▶ Provides an accurate record of your payment listed right on your bank statement.
- ▶ Means you'll never have to worry about missing an invoice or a deadline again. Everything's taken care of. Automatically.

Get organized.

Get streamlined.

Get UnitedHealthcare's

Scheduled Direct Debit.

Scheduled **Direct Debit** Authorization Form

Enrollment instructions

1. Complete the form below.
2. List all customer numbers and bill groups that you wish to have paid by automatic withdrawal.
3. Fax this form to the fax number on the bottom of the authorization form.

IMPORTANT: Please return the completed form along with a voided check (no deposit slips please.)

Statement of understanding

By executing this document in the space provided below, I hereby confirm that I am authorized to act on behalf of the employer/customer ("Group") described below and agree on behalf of Group to the following terms and conditions:

- Group authorizes UnitedHealthcare to debit the group checking (account # provided below) for all monthly charges for coverage.
- Group understands that it may take up to one month to set up Scheduled Direct Debit and consequently all overdue premiums should be promptly paid in order to avoid receiving a delinquency letter and possible termination of your account during this initial set up period.
- Group understands and agrees that it will have sufficient funds in its account to cover the full premium invoice on the draft due date. If necessary funds are not in your account on the draft due date, group coverage may be subject to termination proceedings consistent with the terms stated in your UnitedHealthcare contract.
- Group agrees to promptly notify Unitedhealthcare of any change to the information provided.

Authorization

Authorization is given to UnitedHealthcare to initiate debits (payments) to the financial institution indicated below. This financial institution is authorized to debit the account. This authority is to remain in full force and effect until either a 30 day revocation notice is written to UnitedHealthcare; it is cancelled by UnitedHealthcare under the conditions stated above; or upon termination of coverage with UnitedHealthcare.

Determining your routing number

To determine your routing number, refer to your company check. **The routing number is always 9 digits long** and it is enclosed by colons. The location of the routing number and account number on your company check varies depending on your bank. For example:

Bank 1

Diagram of a check from Bank 1. The routing number (0301) is circled in the top right corner. The account number (123456789) and check number (987654321) are circled at the bottom left.

Routing # Account # Check #

Bank 2

Diagram of a check from Bank 2. The routing number (0301) is circled in the top right corner. The check number (0301) and account number (987654321) are circled at the bottom.

Routing # Check # Account #

Bank 3

Diagram of a check from Bank 3. The check number (0301) is circled in the top left corner. The routing number (123456789) and account number (987654321) are circled at the bottom.

Check # Routing # Account #

If you are unsure what the routing number/transit number is, your bank can assist you.

I have read and agree to the terms and conditions outlined above.

Authorized signature and title of signatory

Date

Employer name/Customer name/Policy name

Employer email address

UnitedHealthcare customer number and bill group(s)

Name of your financial institution

Telephone number of financial institution

Routing/Transit Number (9 Digits)

Account Number (include all zeroes and omit spaces/special characters)

Mail to: UnitedHealthcare – Duluth
Attn: Accounts Receivable
MN 015-2838
4316 Rice Lake Rd.
Duluth, MN 55811

OR

Fax to: 1-218-279-6493
Attn: Accounts Receivable

Insurance coverage provided by or through United HealthCare Insurance Company or its affiliates. Administrative services provided by United HealthCare Insurance Company, United HealthCare Services, Inc. or their affiliates. Health Plan coverage provided by or through a UnitedHealthcare company.