## quick tips

## We Now Accept ACH Payments!

Premera is now accepting electronic funds transfer requests through the Automated Clearing House (ACH) Network. This process allows your bank to send monthly payments directly to Premera and will reduce time of traditional mail. You will be responsible for requesting these payments be initiated to Premera through your own bank monthly and depending on your bank's posting policies, payments generally take 1-2 business days to process.

Contact your billing specialist to initiate an ACH payment. The initial set up is coordinated by phone through our Cashiering Department. Cashiering will provide you with a letter containing Premera's banking information within 24 hours. After receiving the letter, you will need to contact your bank to initiate the ACH process. Once this process is in place, this will be the on-going method of payment. Please NOTE: Your bank may charge a fee for each ACH transfer.

It is important to make sure your group number is showing in the addenda section of each ACH payment that is processed. Without your group number in this section, Premera will not be able to apply your payment correctly.

As always, thank you for allowing us to provide health care benefits to your employees and their families. If we can be of service, please do not hesitate to call your billing representative.

