



Welcome to the Texas A&M University System Benefits Administration (SBA) Insurance Billing. The Insurance Billing Office will provide insurance premium-related direct billing for all Retirees, Survivors, Graduate Fellows, summer billing and employees on leave.

- Please note premium payments will be due on the first of each month.
- Your personal check, money order or cashier's check payment should be made payable to the **Texas A&M University System**. Include your Universal Identification Number (UIN) in the memo line of the check.
- Monthly invoices will be generated on the 15th of the month (for example, your May invoice should be mailed around April 15th). Billing Participants that have selected payment type ACH or TRS or have insurance that is covered in full by the employer contribution (no EE cost) will not receive monthly invoices.
- **PAYMENT OPTIONS - Please return only one form for processing:**
 - **TRS Deduction** – You can elect TRS Deduction, if you are receiving monthly retirement funds from TRS. Your premiums are deducted from your monthly annuity before it is deposited to your bank account, the same way that Medicare premiums are deducted from your social security check. TRS annuity deductions are the easiest and most convenient premium payment option for TRS retirees, providing consistency and peace of mind.
 - To start deductions from your TRS annuity payment we need your authorization signature on the **Deduction from TRS Annuity for Retiree Insurance Premiums (HR 115)** form.
 - You will be placed in a paper bill status until a copy of the TRS Annuity Retirement confirmation letter is received by the SBA Insurance Billing office for processing.
 - **Bank Draft** - If you choose to have your insurance premiums automatically drafted (ACH) from your bank account, please complete the **Bank Draft Authorization for Group Insurance Payment Election (HR 116)** form and attach a copy of a voided check (not a deposit slip).
 - If your bank account information changes, please contact our office and we will send you the **Bank Draft Authorization for Group Insurance Payment Election (HR 116)** form.
 - Forms received by the 13th of the month will be processed prior to monthly invoices being generated on the 15th of the month. If forms are received after the invoice is generated, the payment set-up will take up to two billing cycles to become effective (ex. form entered on 12/20 will take effect on 2/1).
- **LATE PAYMENTS / NON-PAYMENT OF PREMIUMS**
 - Coverage will be terminated on the first of the month in which premium payment is not received in the event of late or non-payment.
- Our office will be using your Universal Identification Number (UIN) from the A&M System to reference your account. If you do not recall your UIN, please contact your Human Resources or Benefits office.
- Our office will not be able to handle cash, debit cards, or payment by phone.
- To pay by credit card only (no debit), log into the Insurance Billing Application located on your Single Sign On (SSO) menu, <https://sso.tamus.edu>. Select the **How to Pay** button for payment instructions.

For questions related to your benefits coverage, making changes to your benefits, or if you need to make changes to your contact information, please reach out to your respective Human Resources or Benefits Office. A listing of workstation contacts can be found online at <https://www.tamus.edu/business/benefits-administration/human-resources-contacts/>.

For additional information or questions, please contact us via email at SBAInsurance-Billing@tamus.edu or by telephone at (979) 845-0015. Our Customer Service hours are Monday through Friday, 8 a.m. to 5 p.m. CST. Please allow at least 48 hours for us to return your call or respond to your email.

Please visit our webpage at <https://www.tamus.edu/business/benefits-administration/system-insurance-billing-department/>.