

COBRA/Direct Billing Participant Use ONLY | ACH Agreement Form

The P&A Group | 17 Court Street, Suite 500 | Buffalo, NY | 14202-3294 | fax 716-855-7107

New Change to existing

Please complete this form in its entirety to authorize automatic deductions from your checking or savings account to pay for your insurance premium(s). You will no longer receive a paper bill in the mail and the auto deductions will occur between the 4th and the 6th of each month. A confirmation letter will be sent to you to confirm when the automatic deductions will begin

Employer Name:

Your Name:

UIN: Phone:

E-mail:

Banking Institution:

Bank Account Number:

Bank Routing Number:

*Must begin with 0, 1, 2, or 3

The diagram shows a check stub with the following fields: Payer Name (John Doe), Payer Address (1234 Dearborn Dr., Hereville, USA 44444), Payer ZIP (13256), Date, Pay to (The Order of), Amount (\$), Dollars, Bank Name (So&So Bank), Bank Address (1000 Big Money Anonymous, USA 00000), and For. Below the For field, the routing number (0123456789) and account number (123456789101113256) are shown with brackets and labels 'Routing Number' and 'Account Number' respectively.

Please send a copy of a voided check or bank form showing the information above along with this form.

INSTRUCTIONS ON HOW/WHERE TO SEND IT:

This form is also available online. To complete the online authorization form, go to www.padmin.com, login to your account and choose "Direct Deposit" from the "Quick Links" box on the left, follow the prompts on the page and submit. OR Fax these completed forms to (877) 855-7107 or mail to P&A Group, Group Insurance Department, 17 Court Street, Suite 500, Buffalo, NY 14202.

I hereby authorize The P&A Group to automatically withdraw funds from my checking or savings account (as indicated above) in the amount of my insurance premium automatically. I can cancel my automatic payment anytime by submitting a request in writing to P&A Group. I consent that this arrangement will remain in effect until canceled by me or my banking institution. I understand that the change may take up to 30 days to process.

I understand that this is my responsibility to notify P&A of all future changes to my bank account number and routing number. If I fail to notify P&A of changes of this nature, I will be responsible for reimbursing P&A for all applicable bank charges.

Authorized Signature: _____ Print Name

Date

PLEASE NOTE THAT ANY ACCOUNT CHANGES MUST BE COMMUNICATED IMMEDIATELY BY USING THIS FORM TO NOTIFY P&A IN ORDER TO AVOID REJECTION FEES AND/OR PENALTIES.