

Insurance Billing Office
1117 TAMU
College Station, TX 77843-1117



Benefits Administration
THE TEXAS A&M UNIVERSITY SYSTEM

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.

- 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) and mailed via USPS to the address on file in Workday.
- Billing Participants that have selected payment type ACH or have insurance that is covered in full by the employer contribution (no EE cost) will not receive monthly invoices.
- **PREFERRED PAYMENT OPTIONS:**
 - **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 with **original** signature (not digital or electronic) 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.
- **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.
- **IMPORTANT INFORMATION**
 - To allow for verification of newly mapped A&M System benefits, invoices for **September 2025** will be created and mailed on September 1, 2025.
 - **September payments will be due by September 15, 2025**
 - If you would like the **September 2025** premiums to draft from your bank account, please submit the ACH form to the Insurance Billing office by NOON on August 28, 2025.
- Our office will be using your Universal Identification Number (UIN) issued to you by the A&M System to reference your account. You can find your UIN in the top right hand corner of your Personal Benefit Summary.
- Our office will not be able to handle cash, debit cards, or payment by phone. Any cash payments received will be returned to you.

For additional information or questions related to invoices, 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/benefits/system-insurance-billing-department/>.