Monthly Payment Plan for Congregations

Request to establish a preauthorized checking agreement for paying premiums

As a convenience to you and your congregation, you can pay your congregation's employee benefits automatically with Everence's monthly payment plan. Just complete this request and send it to TPA Services at Everence. The payments will show up on your bank statements.

Congregation	
City	State
Group representative	
Name on congregational checking account	
Checking account number	Routing number
Financial institution	
I authorize Everence Association, Inc. to withdraw funds each remployee benefits. I understand that my congregation or Evereplan at any time by notifying the other party.	3 3 1
Signature of authorized group representative	Date

Detach along this line and keep for your reference.

How Everence's monthly payment plan works

- 1. Automatic withdrawals are made on the first business day of each month for premiums. You simply subtract the premium amount from the account balance each month. The premium notice that your congregation receives monthly from Everence will be the exact amount to deduct.
- 2. Your bank reports automatic deductions on your bank statement. This is the only notification you will receive from your bank.
- 3. If your congregation changes banks, you'll need to fill out and send another *Monthly Payment Plan* form immediately. Early notification helps us give you better service.
- 4. You will continue to receive your monthly premium notice and list bill to reflect any premium adjustments due to staffing changes.
- 5. If there is any problem with your monthly payment plan account or if you wish to change your payment arrangements, please notify Everence **not** your bank.

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