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 month from this account for our congregation's premiums for employee benefits. I understand that my congregation or Everence Association, Inc. may discontinue this monthly payment plan at any time by notifying the other party.

_____ _____

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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