

To: Western Suffolk BOCES Retirees

From: BOCES Benefits Office

Re: Health Insurance Billing

Date: July 2024

To follow up to our earlier memo, below are the changes that will be made starting with the July billing for your health insurance premiums:

1. Invoices will be sent monthly by the 10<sup>th</sup> of each month for the following month's premiums. Payments are due by the 10<sup>th</sup> of the current month. (July invoices will be delayed but should be received no later than July 31<sup>st</sup>; payment will be due for both July & August by August 10<sup>th</sup>).
2. Attached is a form to update your contact and premium payment information. Please return this **no later than Monday July 8<sup>th</sup>**, so that we can transmit your invoices to the correct address. Payments will need to be made by either check (the P.O Box on the invoice) or through ACH debit authorization (also on the attached form). Retirees will not be able to make payments by credit card effective July 2024.
3. Retirees will no longer be able to make any payment via Bill.com. Payments will be made directly to Western Suffolk BOCES by either one of the above-mentioned payment options.
4. Please note, that if the election is made for Western Suffolk BOCES to withdraw your premium payment monthly, your premium amount will be authorized to be withdrawn from your bank on the 10<sup>th</sup> of each month (July & August will withdraw on August 10<sup>th</sup>). A pre-notification will be sent to the email on file, notifying the retiree of the upcoming transaction prior to it being withdrawn.
5. Invoice adjustments as mentioned in the prior memo, will be issued in July to a select group of Unit 1 retirees. The adjustment will be separate from your monthly premium invoice.

6. At the bottom of the attached form, we are requesting your election for the upcoming years Medicare reimbursement. Please note, if you choose to be reimbursed through an ACH deposit (credit), it will be credited to the banking information provide on the top of the attached form, which is also used for health insurance premium payments.

If you have any further questions, please contact the Benefits Office at (631) 549-4900 x298.