



Innovative Health Plans: Client ACH Instructions

The premium payment process for your organization’s participation in the Innovative Health Plans Program is intended to be very easy and simple for you. That is, an ACH transaction is all that is needed to complete the monthly premium payment. Based on the information, below, S&S will pull the funds from your account on the Due Date so please make certain it is accurate and up to date.

Please make certain the funds are available by the Due Date in order avoid interruption of service.

CLIENT ACCOUNT			
Client Legal Name:			
Group #:		Effective Date:	

INVOICE PAYMENT		Due Date:	25th of Month
Invoice:	Invoice to be generated on 15 th of month prior to due date		
Billing Period:	Month next following Invoice date (e.g., Billing Period is July; Invoice generated June 15 th)		
Requirements:	Premium “pull” will be as invoiced on the Due Date		
Adjustments:	Retro active adjustments will be applied for 30 days only		
INVOICE Inquiries:			
Inquiry:	Contact Broker		
Email Questions:	dl-finance@ss-healthcare.com		

ACH AUTHORIZATION AGREEMENT

I hereby authorize S&S to initiate monetary withdrawals from my account at the financial institution named below for the limited purposes of payment of amounts due for participation in the Innovative Health Plans Program. Such withdraw amount will not exceed amounts included on the current invoice.

Further, I agree not to hold S&S responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until S&S receives a written notice of cancellation from me or my financial institution.

FINANCIAL INSTITUTION		Account Type:	<input checked="" type="checkbox"/> Checking
Name:		Main Contact:	
Address:		Phone:	
City, State, Zip:		Email:	
ABA Routing #:		Account #:	

Authorization & Signature

Client Signature

Date

Authorized Client Representative Name (Printed)