

## Authorization Agreement for Blue Advantage Member Premium Deductions

**Member Name:** \_\_\_\_\_ **Member ID Number:** \_\_\_\_\_

**BANK OR CREDIT CARD DRAFT**

I hereby authorize Blue Cross and Blue Shield of Louisiana, hereafter called Blue Advantage, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any error to my account.

(choose one)  Checking  Savings  Credit Card

I understand and agree that entries to the credit card/bank account listed below will occur on/around the 6<sup>th</sup> of each month.

**BANK ACCOUNT (Please attach a voided check to this form before returning)**

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Transit Routing ABA/Number: (9 numbers on left of check) \_\_\_\_\_

Account Number: \_\_\_\_\_

This form, along with a voided check, may be returned via mail or fax at the above address.  
If you have questions, please call Customer Service at (866) 508-7145.

**CREDIT CARD**

Type of Card: (choose one)  Visa  Mastercard  Discover

Name as it appears on card: (please print) \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SOCIAL SECURITY (SSA) CHECK OR RAILROAD RETIREMENT BOARD (RRB) CHECK DEDUCTION**

I hereby authorize Blue Cross and Blue Shield of Louisiana, hereafter called Blue Advantage, to submit a request to have my premium amount drafted from my SSA or RRB check.

I receive monthly benefits from:  Social Security  RRB

The Social Security or RRB deduction may take two or more months to begin after Social Security or RRB approves the deduction. In most cases, if Social Security or RRB accepts your request for automatic deduction, the first deduction from your Social Security or RRB benefit check will include all premiums due from your enrollment effective date up to the point withholding begins. If Social Security or RRB does not approve your request for automatic deduction, we will send you a paper bill for your monthly premiums.

**I agree that this authorization is to remain in full force and effect until Blue Advantage has received written notification from me of its termination in such time and in such manner as to afford Blue Advantage a reasonable opportunity to act on it.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_ Alt. Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

## Terms and Conditions - Automatic Payments

### Automatic Payment Service Enrollment:

- The Automatic Payment service allows a member to authorize bill payments to be made on a recurring basis for each billing cycle for insurance premiums due. There is no fee for this service.
- Enrollment in the Automatic Payment Service constitutes authorization for Blue Advantage to debit a bank account or process a credit or debit card payment on the designated draft date for the balance due on a member's account at Blue Advantage.
- Upon enrolling in the Automatic Payment Service, the member's bill payments will be made on an ongoing basis, using the payment method designated, beginning on the next draft date after the enrollment until enrollment is cancelled.
- Enrollment must be received at least 3 business days prior to the next draft date for payment to be processed. If authorization form is completed, the Accounting Department must receive the form at least 3 business days prior to the next draft date for payment to be processed.
- It is the member's responsibility to ensure that the account/card information is accurate, legitimate, and up-to-date to ensure proper authorization of your payment.
  - If the card expires or there is an address change on the card account, the Automatic Payment will have to be recreated. A card payment cannot be processed with outdated information.
  - If the bank routing number and/or the bank account number is incorrect, the payment will be returned.
- If card payments decline or bank drafts are returned due to insufficient funds, the payment of the premium due is the sole responsibility of the member.

### Conditions that may cause the Automatic Payment to be canceled:

- If the Automatic Payment has been returned due to insufficient funds for three recent payments, the Automatic Payment may be canceled. A payment returned as insufficient may be assessed a fee which will be added to the member's next scheduled payment.
- If your bank account has been closed, frozen or is invalid, the Automatic Payment will be canceled.
- If payment was stopped or claimed unauthorized, the Automatic Payment will be canceled.
- If card payment has declined due to invalid card number, AVS mismatch (does not match billing address on card), or expired card, the Automatic Payment will be canceled.

If in the event, a member becomes unenrolled for any reason from the Automatic Payment service, it is the sole responsibility of the member to make all payments due to Blue Advantage on a timely basis.

### To cancel Automatic Payments:

You may visit the Payment Portal to cancel drafts or call Blue Advantage Customer Service at (866) 508-7145. Automatic Payments must be canceled 3 business days prior to the draft date to stop the payment. Blue Advantage will use reasonable efforts to respond to a request to cancel a bill payment that is received at least 3 business days before the draft date, but Blue Advantage can provide no assurance that a cancellation can be accomplished and will have no liability with respect thereof.

### Member Responsibilities:

Members using the Automatic Payment service are responsible for contacting Blue Advantage directly if they do not receive their billing statements and if any electronic bill payment transaction fails or is not processed in a timely and accurate manner. Members using the Automatic Payment service are responsible for reviewing bills in a timely manner and to bring any errors, omissions, or questions to Blue Advantage attention.