



Optional Service for Setting Up Automatic Premium Payment (EFT/ACH)

Below is an optional authorization form you may wish to complete to establish automatic monthly premium payments for your Caltech retiree health program. If you choose this automatic payment service, you will not need to send a monthly premium check to Mercer after this service is set up. Please review the information below and if you wish to establish automatic monthly payments, complete, detach and mail the bottom portion of this form to Mercer.

You can elect the automatic premium payment option through a service called SAFEGuardPAY. Your premium amount will automatically be withdrawn from your bank account via Electronic Funds Transfer (EFT/ACH) on a monthly basis. This convenient payment option ensures timely receipt of your monthly premium payments.

If you have any questions in completing the form, please contact the Caltech Retiree Service Center at 1-855-251-0910 Monday through Friday, 5:30 am – 6:00 pm PT.

Your Mercer Certificate Number can be found on your confirmation statement or on your monthly billing statement.

TO ACTIVATE:

- 1) Sign and date the Authorization Form below.
- 2) Detach and return the form to:

MAIL TO: Caltech Retiree Service Center/Autopay sign up
P.O. Box 10494
Des Moines, IA 50306-0494

- 3) You will receive notification once autopay set up has been completed.

DETACH AND MAIL FORM

SAFEGuardPAY Authorization FORM


Name:

Mercer Certificate #: 515_____

Checking Account
Routing Number: _____

Account Number: _____

SIGN & DATE: I authorize Mercer Health & Benefits Administration LLC to establish an automatic bill payment to pay my insurance premiums when they come due. I also authorize my financial institution to charge my account accordingly. I understand if my premium changes I will be notified and my SAFEGuardPAY deduction will be adjusted accordingly. I agree to notify Mercer Health & Benefits Administration LLC should my account information change.

 **Signature:** _____ **Date:** _____

Continue to pay the premium notices you receive in the mail until your SAFEGuardPAY convenience payment has been established. Your premium payment will be deducted from your account the month it is due. You can cancel or change this arrangement at any time by contacting the Caltech Retiree Service Center. Please submit to P.O. Box 10494, Des Moines, IA 50306-0494. You'll receive a notice when your payment service begins.