



## **PART D PLANS**

### **MEMBER PREMIUM BILLING /PAYMENT FACT SHEET**

#### **Invoicing Process:**

Members will receive their invoices approximately ten (10 days) in advance of the due date for those members who are in “direct bill” payment status only.

If a member has elected to have the recurring payments from a checking account or credit card, **no invoice will be provided** and their checking account statement or credit card invoice shall serve as their receipt.

If the member has elected to have their premiums deducted from their social security check, their monthly check remittance from SSA will serve as their receipt and they **will not receive a statement.**

#### **Five (5) Payment Options:**

##### **Option 1 – Direct Member Pay via Check**

- Members can mail a check directly to the remittance address on their invoice and must include their payment coupon.
- Members can elect to pay the current month or prepay for subsequent months.
- Depending on when the payment is received, the payment may not be reflected until next month’s invoice, but they can call their bank to confirm the payment.
- Please allow up to five (5) **business** days to allow for the payment to be received, processed and posted to your account.

##### **Option 2 – Direct Member Pay via Credit Card (one time)**

- Members must call the Part D Billing Department at toll free 1-855-540-4744 to verbally authorize a one-time credit card charge for their current month premium or for multiple months.

### **Option 3 – Automatic Deduction of Premium from Checking Account**

- Members must complete a Members Health Insurance Company Part D Bank Withdrawal Pre-Authorization form and mail the form to P.O. Box 266380, Weston, FL 33326 before payments can be processed. Note that for checking accounts, a voided check **MUST BE** attached to the form.
- Please be advised that due to the timing of the receipt of this form and processing, the ACH may not be processed in time for the current month's premium and, as such, either a one-time credit card payment will be required or they will need to pay via check.
  - The request could take up to two (2) months for the bank to being auto-debiting the member's account. The member will get an invoice and will need to pay until the bank processes the form. The member can also reach out to the bank to confirm the status of their auto-debit.
- Copies of this form can be downloaded from the Members Health Insurance Company Medicare Part D website @ <http://www.mhinsurance.com/part-d-masterpage/education-resource-center/additional-mhi-resources#payment-terms-and-conditions>.
- Please retain copies of the authorization form in a secure place.

### **Option 4 – Automatic Deduction of Premium through Credit Card**

- Members must complete a credit card authorization form and mail the form to the Members Health Insurance Company Part D Billing Department at P.O. Box 266380, Weston, FL 33326 before we can process the payments.
- Please be advised that due to the timing of the receipt of this form and processing, the automatic deduction may not be processed in time for the current month's premium and, as such, either a one-time credit card payment will be required or they will need to pay via check.
- Copies of this form can be downloaded from the Members Health Insurance Company Medicare Part D website @ <http://www.mhinsurance.com/part-d-masterpage/education-resource-center/additional-mhi-resources#payment-terms-and-conditions>.
- Please retain copies of the authorization form in a secure place.

### **Option 5 – Automatic Deduction of Premium from Social Security Check**

- Members may request this directly through their local Social Security Office or by going on line and submitting a request.
- This may take at least one check cycle to begin and, in the interim, members may need to remit their premium payment through Option 1 or Option 2 noted above.