



P.O. Box 266380
Weston, FL 33326

PART D PLANS
MEMBER PREMIUM BILLING/PAYMENT FACT SHEET

Premium Payment Options

Option 1 – Direct Member Pay via Check

- Members will receive their invoices approximately ten (10) days in advance of the due date.
- 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 member's payment is received, the payment may not be reflected until next month's invoice.
- Members can call Member Services or their bank to confirm a payment was received and processed.
- Member should allow up to five (5) **business** days for the payment to be received, processed and posted to their account.

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

- Members will receive their invoices approximately ten (10) days in advance of the due date.
- Members can call Member Services to verbally authorize a one-time credit card charge for their current month premium or to pay for multiple months.

Option 3 – Automatic Deduction of Premium from Checking Account

- Members must complete a Bank Withdrawal Pre- Authorization Form and mail the form to the MHIC Part D Billing Department, 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.
- Due to the timing of the receipt of this form and processing, the bank withdrawal authorization 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 the member 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.

This form can be downloaded from the Members Health Insurance Company Medicare Part D website <http://www.mhinsurance.com/part-d>.

- Members should retain a copy of their completed authorization form.
- If a member has elected to have the recurring payments from a checking account, **no invoice will be provided** and their checking account statement shall serve as their receipt.

Option 4 – Automatic Deduction of Premium through Credit Card

- Members must complete a Recurring Credit Card Authorization Form and mail the form to the MHIC Part D Billing Department at P.O. Box 266380, Weston, FL 33326 before we can process the payments.
- 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 the member will need to pay via check.

This form can be downloaded from the Members Health Insurance Company Medicare Part D website <http://www.mhinsurance.com/part-d>.

- Members should retain a copy of their completed authorization.
- If a member has elected to have the recurring payments from a credit card, **no invoice will be provided** and their credit card invoice shall serve as their receipt.

Option 5 – Automatic Deduction of Premium from Social Security Check

- Members may request their Part D premiums be withheld from their Social Security check by requesting this directly through their local Social Security Office or by going on line and submitting a request.
- The process 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.
- If a 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.**

If you have questions or want more information, call Members Health Insurance Company at 1-855-540-4744. Our hours of operation are 8 a.m. to 8 p.m. local time, 7 days a week October 1 – March 31 during which time our automated phone system may answer your call on Thanksgiving and Christmas day. April 1 – September 30 our hours are 8 a.m. to 8 p.m., Monday – Friday. Our automated phone system may answer your call on weekends and federal holidays. TTY users should call 711.

Members Health Insurance Company is Part D plan with a Medicare contract. Enrollment in Members Health Insurance Company depends on contract renewal.
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