



Electronic Remittance Option Plan

Enrollment Instructions

Blue Cross & Blue Shield of Rhode Island (BCBSRI) is pleased to offer the Electronic Remittance Option Plan to our employees, vendors, and brokers. This remittance option allows you to have your BCBSRI payments automatically deposited into your checking or savings account.

The electronic remittance option is easy to set up. If you have not set up direct deposit with BCBSRI already, simply follow these steps below to begin depositing payments into your checking or savings account:

1. Complete the enclosed *Authorization for Electronic Remittance* form.
2. Sign and date the form.
3. Attach a voided check or savings account deposit slip to the form for verification of all financial institution information.
4. Return the completed form and attached check to:

Cost Accounting Department
Blue Cross & Blue Shield of Rhode Island
500 Exchange Street
Providence, Rhode Island 02903-2699

Once you are enrolled in the plan, your BCBSRI payments will be automatically deposited into your bank account on the day the payment is made. Proof of payment will appear on your bank statement.

If you choose to enroll in the **Electronic Remittance Option Plan**, you will be notified via email on the day that the funds have been deposited into your account. Please make sure to include your email address on the form provided.

You can stop this electronic remittance option at any time. The authority you give to BCBSRI to deposit payments into your bank account will remain in effect until you notify BCBSRI or your financial institution in writing. If you cancel the option, please allow a reasonable amount of time for the automatic payments to be stopped.

If your bank account is not active on the day of an electronic payment, the bank will notify us, and we will remove you from the Electronic Remittance Option Plan. This payment and all future payments will be made with a paper check.

If you have any questions, please call Cost Accounting at (401) 459-1923. Karyn is available to assist you Monday through Friday, 8:00 a.m. to 4:30 p.m.