



## Electronic Remittance Plan

# Enrollment Instructions

Blue Cross & Blue Shield of Rhode Island (BCBSRI) requires brokers and agencies to receive commissions via our Electronic Remittance Plan. This allows you to have your BCBSRI payments automatically deposited into your checking or savings account.

The Electronic Remittance Plan 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 in two ways:

By email

[BrokerRelations@bcbsri.org](mailto:BrokerRelations@bcbsri.org)

Or by mail

Broker Relations  
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 have any questions, please call Broker Relations at (401)459-5545. We are available to assist you Monday through Friday, 8:00 a.m. to 4:30 p.m.