



UNIVERSITY SYSTEM OF GEORGIA
SHARED SERVICES CENTER

1005 George J. Lyons Pkwy.
Sandersville, Georgia 31082
Phone: 478.240.6500
Facsimile: 478.240.6414

XXXXXX XX, 2011

Dear ,

As a retiree of the University System of Georgia, the service that you provided to your institution is greatly appreciated by the Board of Regents. In addition, it is important to the Board to provide the highest level of customer service to you as you enjoy your retirement.

At the May Board meeting, the Board of Regents passed Policy 7.5.1.1 requiring auto debit for the submittal of insurance premiums by retirees. Auto-debit is a method of payment where your premium payments are electronically withdrawn from a bank account that you designate. On approximately the same day each month your premiums will be withdrawn from the account, as though you had written a check.

The Board of Regents provides this service to retirees because it is safe, fast, and convenient. For you, the retiree, there is no need to remember to make payments, write checks, or pay postage to mail the payments. The risk of a delayed payment is reduced because the payment is automatically withdrawn on the due date. In addition, the withdrawal is clearly displayed on your bank statement, making it easier to keep track of finances. Currently, 75% of the retirees of the institutions of the University System of Georgia are enrolled in auto debit and are benefiting from the service.

Enrollment is easy, just complete the process online at BeneDirect (<http://www.benedirect.com>, directions enclosed) or complete the attached Auto Debit Authorization Form, attach a voided check and either mail (or fax) the documents to the location provided at the bottom of the form.

If you believe that you are unable to participate in this payment method, you can request an exemption. The Auto Debit Personal Exemption Request Form (attached) should be completed and forwarded, by mail or fax, to the location at the bottom of the form.

Also attached is a document of Frequently Asked Questions to provide additional information on the process. If you have questions that are not addressed in the document, please feel free to contact: [Helpdesk@ ssc.usg.edu](mailto:Helpdesk@ssc.usg.edu) or Dial 1-855-214-2644 for answers.

Employee ID: 90
BL Number: 13222012-XXXX

Thank you for your service to the University System of Georgia!

P. Craig Golden
Director, Shared Services Center

Attachments: Auto Debit Authorization Form
Auto Debit Frequently Asked Questions
Direct Bill Auto-Debit Instructions
Auto Debit Personal Exemption Form