

# PAY -IT- EASY

Optional Automatic  
Premium Payment  
Program for Highmark  
Blue Shield Members

No More  
Writing Checks

No More Searching  
for Stamps

No More Worrying  
That Your Payment  
Arrived on Time



An Independent Licensee of the Blue Cross and Blue Shield Association



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## You'll Never Have to Write Another Check for Your Premium Payment

Now there's no need for you to remember to write that check for your Highmark Blue Shield premium payment. No need to search the house or go to the post office for stamps. And no need to take valuable time out of your day to pay your bill in person.

Thanks to Pay-It-Easy, you can now have your premium payment automatically deducted from your checking account on a monthly basis. Many people currently enjoy this time-saving method of paying their electric, gas, mortgage and other monthly bills.

To participate in the Pay-It-Easy Automatic Premium Payment Program, you MUST apply by completing and returning the attached form.

## Your Benefits Remain the Same

If you decide to use the Pay-It-Easy Automatic Premium Payment Program, your Highmark Blue Shield health care benefits and any other terms of your agreement with us will not change. Your coverage remains the same.

*It's Easy to Get Started with*

# PAY -IT- EASY

**1**

Simply fill out the attached form. Make sure you sign and date the form.

**2**

Write the word "VOID" across one of your bank checks. Write your address on the check if it is not already printed on it.

**3**

Mail your completed form and voided check to:

**Highmark Blue Shield  
Pay-It-Easy**  
120 Fifth Avenue  
Suite 2318  
Pittsburgh, PA 15222-3099

**That's all there is to it!**

Be sure to continue to pay your Highmark Blue Shield premium as usual until you are notified that Pay-It-Easy automatic payment has begun. Your premiums must be paid to date before you can begin to use the Pay-It-Easy Automatic Premium Payment Program.

Blue Shield and the Shield symbol are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

Highmark is a registered mark of Highmark Inc.

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## Questions and Answers About Pay-It-Easy Automatic Premium Payment Program

**Q.** *When does the money need to be in my checking account?*

**A.** Your bank account must have the full amount of your payment in available funds on or about the 27th day of the month.

**Q.** *What if I do not have enough money in my checking account on that date?*

**A.** If your account does not have enough money on that date, your bank will notify us. The bank may then charge you a penalty...just as if you had a check returned for insufficient funds. You will also be removed from the Pay-It-Easy Automatic Premium Payment Program and will receive paper bills. If you are removed from the Program, you will need to re-enroll in the Pay-It-Easy Program.

**Q.** *How will I know when my payment is withdrawn from my bank account?*

**A.** Your monthly bank statement will note the date and show the amount transferred from your account to Highmark Blue Shield.

**Q.** *If my spouse is also a Highmark Blue Shield direct pay member and wants to participate, can we sign up together on one Pay-It-Easy form?*

**A.** Yes, if you both use the same bank account. Provide complete information about both of you on the attached form. Be sure to include both of your membership (ID) numbers. If you have separate bank accounts, you must complete two separate forms.

**Q.** *What if I sign up for Pay-It-Easy, then change my enrollment to another Highmark Blue Shield program?*

**A.** If you change your enrollment to another Highmark Blue Shield program,

you need to fill out and return a new Pay-It-Easy form along with a new voided check. Call Member Service right away at the number on the back of your ID card to request a new form.

**Q.** *How will I know when my first payment is being deducted from my checking account?*

**A.** You will receive a letter in the mail that informs you when your first payment will be deducted. This letter also serves as a reminder that future payments will be deducted on a regular, once-a-month schedule. Some members keep this letter with their other monthly bills to remind them to deduct the payment from their checking account each month.

**Q.** *What if I change banks or my bank account number after I sign up for Pay-It-Easy?*

**A.** If you change banks or open a new checking account, you need to complete and send a new Pay-It-Easy form along with a new voided check. Be sure to request a new form right away by calling Member Service at the number on the back of your ID card, Monday – Friday, 8:00 a.m. – 4:30 p.m. We will send you a new Pay-It-Easy form to complete and return to us.

**Q.** *What if I sign up for Pay-It-Easy now, but later decide it's not for me?*

**A.** Just call the Member Service number on the back of your ID card. Or send us a letter telling us you want to end your participation in this program. In general, if we receive your request by the 30th of the month, the next payment will not be withdrawn from your account. Instead, we will send you a regular paper bill to return with your premium.

YES, sign me up for

# PAY -IT- EASY

## Automatic Premium Payment Program

- I hereby authorize Highmark Blue Shield and the financial institution designated to begin deductions for payment of my Highmark Blue Shield premiums.
- I authorize the financial institution to charge these withdrawals to my account. I understand that I may discontinue my participation with written or oral notice to Highmark Blue Shield.
- I also understand that both the financial institution and Highmark Blue Shield reserve the right to terminate this payment program and/or my participation in the program.
- I understand that I must continue to pay my Highmark Blue Shield program premiums as usual until I am notified that my automatic checking account deduction is beginning.

### **Before You Send in This Form, Please Make Sure That You...**

- Sign your name and date this form where indicated. (Checking account holder must sign, too, if different from member.)
- Enclose a recent voided check with your current address on it.
- Make a copy of this form for your records.

Please Print

1. \_\_\_\_\_

### **Membership (ID) Number**

(As it appears on your Highmark Blue Shield ID card)

2. \_\_\_\_\_

### **Name of Member**

\_\_\_\_\_

### **Your Spouse's Name and Membership (ID) Number**

(If applying together with one bank account)

3. \_\_\_\_\_

### **Address**

4. \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

5. ( ) \_\_\_\_\_

**Area Code** \_\_\_\_\_ **Telephone** \_\_\_\_\_

6. \_\_\_\_\_

### **Name(s) on Checking Account**

(If different from person listed above)

7. \_\_\_\_\_

### **Name of Financial Institution** (Bank)

8. \_\_\_\_\_

### **Checking Account Number**

9. \_\_\_\_\_

### **Signature of Checking Account Holder**

(From #6, above, if different from member applying)

10. \_\_\_\_\_

### **Member's Signature**

\_\_\_\_\_

### **Spouse's Signature** (If applying together)

11. \_\_\_\_\_

### **Signature of Legal Guardian or Power of Attorney**

(If applicable)\*

12. \_\_\_\_\_

### **Date**

\*If you have a representative acting for you, include a copy of your power of attorney or proof of legal guardianship if it is not already on file with us.