



TO: Retirees and Survivors with Retiree Health Insurance

FROM: Brooke Jobin, Benefits Manager

RE: **Automatic Bank Transfers for Premium Payments**

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Tompkins County offers you the ability to pay your retiree health insurance premiums by having your payments automatically deducted from your savings or checking account. Your payments will be made automatically and in the correct amount. By doing so, you would no longer have to write a check and mail your payment. Any change to your premium rate would also occur automatically.

**If you would like to participate please sign the enclosed transfer authorization and designate the account from which your payments will be made, and return the authorization.**

- Funds will be automatically transferred on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend or holiday, the transfer will take place the next business day.
- You will receive confirmation of the transfer by Tompkins County Trust Company email if you provide your email address, or your bank statement will reflect a debit to Tompkins County.

### **Your Responsibilities**

- Ensure your account balance is sufficient to cover the premium payment each month. If a transaction rejects due to insufficient funds, you will no longer be able to participate in the automatic payment of your retiree premium.
- Notify Tompkins County if you change banks or accounts.

**Enrollment is as easy, please complete and return the transfer authorization form and attach a voided check or deposit slip. Please call with additional questions 607-274-5528.**

