

CITY OF MESA EMPLOYEE BENEFITS  
SUREPAY PLAN INFORMATION AND AUTHORIZATION AGREEMENT

As a convenience to our retirees, the City of Mesa is offering a SurePay plan, which will automatically deduct your health insurance premiums from your checking account on a monthly basis. In order to ensure your premiums are paid in a timely and efficient manner, and to make sure you are not charged any additional fees, please refer to the following SurePay Plan Guidelines:

- The SurePay method of paying your monthly premiums may be elected at any time; however, authorization forms received after the first of each month may not take effect until the following month.
- When completing the SurePay form make sure that you have entered the correct Routing and Bank Account Number. If you have completed the SurePay form with the incorrect numbers and the City of Mesa does not receive the funds from your bank account, you will be assessed a \$25 charge by the City of Mesa
- SurePay payments will be deducted from your checking account on or about the 10<sup>th</sup> of each month. Please be sure there are sufficient funds in your account to cover your premium cost.
- In the event of insufficient funds in your account, the City of Mesa Employee Benefits Office will be notified by our bank. You will then be assessed a \$25 charge by the City of Mesa, in addition to any fees assessed by your own bank. You will then be notified by the City of Mesa of the total amount due and instructed as to how to make this payment. In the event you fail to make your payment, your health insurance coverage may be terminated. Frequent situations involving insufficient funds will result in termination of your SurePay arrangement.
- You may end your participation in the SurePay Plan or change your account information at any time upon written notification to the Employee Benefits Office. All correspondence should be directed to Employee Benefits, P.O. Box 1466, Mesa, AZ 85211-1466. Terminations/changes may take up to two work weeks to take effect; therefore, any changes received after the first of the month may not be processed in time to avoid a transaction on the 10<sup>th</sup>.

To enroll in the City of Mesa Employee Benefits SurePay Plan, complete the following Authorization Agreement and return it, along with a voided check from your checking account or a printout from your bank showing your routing and account number, to our office at the address shown above.

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**SUREPAY AUTHORIZATION AGREEMENT (ACH DEBITS)**

PLEASE STAPLE  
VOIDED CHECK HERE

COMPANY NAME: City of Mesa Employee Benefits

I hereby authorize the City of Mesa Employee Benefits to initiate a monthly ACH debit to my checking account indicated below. This authorization is to remain in full force and effect until written notification is received.

NAME OF BANK: \_\_\_\_\_

ROUTING NUMBER\*: \_\_\_\_\_ BANK ACCOUNT #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EMPLOYEE ID#: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

\*The Routing Number is the first 9 digits found on the lower left-hand corner of your check. Please be sure you enter the correct Routing and Bank Account numbers. If unsure of the correct numbers, please contact your bank for assistance.