



Oregon

Theodore R. Kulongoski, Governor

Oregon Educators Benefit Board

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ELECTRONIC FUNDS TRANSFER & INVOICING INFORMATIONAL BROCHURE

The Oregon Educators Benefit Board (OEBB) is requiring payment of all monthly benefit premiums from educational entities be submitted to OEBB via Electronic Funds Transfer (EFT). This greatly reduces the cost and time to generate and handle paper checks, initiates a quicker posting of payments, and allows more time for reconciliation to ensure a valid eligibility file is passed through to insurance carriers. Districts already familiar with the monthly PERS withholding payments by EFT will notice little if any change.

You have two payment options by EFT: *ACH Debit and ACH Credit*. Both use the Automated Clearing House (ACH) network. The ACH network is a nationwide system designed to transfer funds electronically between financial institutions using industry accepted standards. These standards ensure network security and increased efficiency of the transactions.

EFT PAYMENT OPTIONS

ACH Debit

Under this option, you authorize the State of Oregon to debit your account for payment of monthly benefits provided for OEBB Members. Advantages of making payments by ACH Debit include:

- It's free! The cost and time to generate checks is eliminated.
- You know exactly when your account will be debited.
- You can use the EFT debit program without any significant investment, such as computers or remittance processing hardware.

Prior to the first monthly payment due October 9, 2008, OEBB will need some information to initiate the transaction. OEBB will utilize the Oregon State Treasurer's ACH system to administer the premium collection process. They require:

- Your financial institution's routing number.
- The account number you wish to have debited.

OEBB encourages Districts to choose the ACH Debit option. It reduces the amount of time and cost of administering the OEBB premium collection process. If you select the ACH Debit payment method please complete the ACH Debit Authorization form attached and submit to OEBB as quickly as possible. It takes approximately 30 days to enroll in the ACH debit method. Prenotes will be initiated prior to the first transaction to ensure accuracy.

ACH Credit

This option allows Districts to initiate payment for monthly benefits through their own financial institutions. OEGB recommends those who choose this option to contact their institutions to determine what requirements and fees are necessary to initiate these transactions. Districts will need to ensure their payment instructions are received by their bank in time to meet the monthly payment due dates set by OEGB. In most cases the payment must be initiated a minimum of one day in advance of the due date. When the ACH election form is received and verified as an ACH Credit election, OEGB will send you the state's financial institution account information as well as any other special instructions.

INVOICING PROCESS

Invoice Detail

Draft Invoice Report: OEGB Financial Services will distribute a draft invoice report 5 business days prior to the first day of the coverage month. The report will be generated out of MyOEGB and downloadable to Microsoft Excel so you'll be able to sort and filter the data however you wish. The purpose of the report is to give Districts one week to reconcile their eligibility file in MyOEGB to their payroll system prior to the final invoice report which will be generated and distributed on the first business day of the coverage month. **Note:** If you would like to schedule the draft invoice report earlier in the month, simply communicate the day you would like it run for your district and we will provide that to you. Once you have reconciled your file *do not* make any changes in MyOEGB until after the final invoice report is submitted to you on the first day of the coverage month. *You'll want your payroll withholdings to match your MyOEGB invoice.* OEGB will take a "snapshot" of your eligibility file on the first day of the coverage month to generate your invoice. You ultimately control who you are covering and who you will be invoiced for, so please ensure your eligibility file is reconciled by the day preceding the first day of the coverage month. The following fields will be provided to you in the invoice reports:

Month, Entity_Name, Institution_Number, Entity_Address_Line1, Entity_City, Entity_State, Entity_Zip, Plan_Type, Plan_Name, Plan_Code, Plan_Tier, Plan_Tier_Code, Employee_Type, Employee_Type_Code, Member_Type, Member_Type_Code, Employee_Last_Name, Employee_First_Name, Employee_Middle_Name, E_Number, School_Employee_ID, Premium_Amount. OEGB will add the following field: Adjustment_Amount and Adjustment_Reason.

If there is any other data needed please feel free to notify us as soon as possible.

Final Invoice Report: A final invoice report with cover page will be submitted to Districts on the first day of the month of coverage. ***Districts will only make one payment for all benefits.* This will be a "rolled-up" amount on the cover page. Although the final format of the invoice has not yet been determined, it will be downloadable to Excel so you can manipulate the data to suit your needs. OEGB requests that Districts ensure payment is received by OEGB on or before the 7th business day of the coverage month.

Monthly Adjustments & Unbilled Activity Statement

OEGB will provide a monthly report with your draft and final invoice that picks up all Qualified Status Changes (QSC) from the prior monthly period. Any retroactive adjustments will be included on the cover page of the invoice along with as much detail as OEGB can provide.

Please communicate any manual adjustments needed for retroactive activity prior to the first day of the coverage month. Jody Bowyer the OEBB Reconciliation Accountant (503-378-6583) can assist you with any billing issues, but please contact an OEBB Benefits Analyst for reconciling eligibility of members.

Self Pays

Premiums for COBRA members will be collected by OEBB's Third Party Administrator BenefitHelp Solutions who will administer COBRA for OEBB. These premiums will not be included on the monthly invoices. All other self-pay premiums will still need to be collected by Districts and passed thru to OEBB by the 7th business day of the month of coverage. This includes early retirees who are not eligible for Medicare.

Due Dates & Penalties

OEBB will distribute a yearly calendar with all monthly due dates adjusted for holidays. Final invoices will be generated on the first business day of the coverage month based on the eligibility of members you have updated in MyOEBB. You will then have 7 business days to submit payment of premiums to OEBB's account at the State Treasury. **Penalties:** Unlike the PERS process you are familiar with, OEBB has not instituted penalties for late payments or underpayments. However, OEBB reserves the right to apply surcharges or take other appropriate measures should the situation warrant. Districts control who they will be invoiced for and are expected to submit payment for that amount by the designated due date.

OEBB Pass Thru to Carriers

Full eligibility files will be sent to the Insurance Carriers on the first day of the coverage month to initiate their invoicing of OEBB. Carriers cannot invoice OEBB until they submit an eligibility file out of their system that matches the eligibility file sent to them on the first day of the coverage month.