

2023 Billing calendar

Here are the key dates, depending on the payment method selected

	Internet	Internet	Pre-authorized debit ¹
Billing month	Premium statement issue date ²	Payment due date	Premium statement issue date ²
January	December 17, 2022	January 1, 2023	December 20, 2022
February	January 21, 2023	February 1, 2023	January 24, 2023
March	February 18, 2023	March 1, 2023	February 21, 2023
April	March 18, 2023	April 1, 2023	March 21, 2023
May	April 22, 2023	May 1, 2023	April 25, 2023
June	May 20, 2023	June 1, 2023	May 23, 2023
July	June 17, 2023	July 1, 2023	June 20, 2023
August	July 22, 2023	August 1, 2023	July 25, 2023
September	August 19, 2023	September 1, 2023	August 22, 2023
October	September 23, 2023	October 1, 2023	September 26, 2023
November	October 21, 2023	November 1, 2023	October 24, 2023
December	November 18, 2023	December 1, 2023	November 21, 2023
January	December 16, 2023	January 1, 2024	December 19, 2023

¹ If you choose to pay by pre-authorized debit, premiums will be withdrawn automatically from your bank account on the date you selected on the *Pre-Authorized Debit (PAD) Agreement* form. For health spending accounts (HSA), wellness, physical activity and personal spending accounts, *Dialogue* service and *Cost Plus* agreements (claims), charges will be withdrawn on the 15th day of each month.

² Premium statements are available in My Client Space two days following their issue date. Only plans administered at iA Financial Group will receive premium statements.

Important: If the payment is not received in full by the end of the grace period, you will receive a letter reminding you that it is overdue. If the payment is still not received within 45 days of the due date, health and dental claim reimbursements for all plan members will be suspended.

Payment of your premiums and charges to your accounts

Two payment methods accepted

1. Pre-authorized debit

Pre-authorized debit is by far the easiest and most convenient way to pay your group insurance premiums and charges to your accounts:

- **Automated:** no more intervention on your part; you can focus on value-added tasks.
- **Flexibility:** you can choose the payment date for your regular (billed) accounts³.
- **Worry-free and reliable:** elimination of late payments and collection errors.
- **Free of charge:** extra savings on shipping, handling and cheques.
- **Environmentally friendly:** you reduce your carbon footprint.

³ For health spending accounts (HSA), wellness, physical activity and personal spending accounts, *Dialogue* service and *Cost Plus* agreements (claims), charges will be withdrawn on the 15th day of each month.

Make the switch today

Make your life easier and make the switch today to pre-authorized debit:

- Complete the *Policyholder Pre-Authorized Debit (PAD) Agreement* form, available in [My Client Space](#).
- Send us the completed form through secure messaging in My Client Space.

2. Internet payment

While pre-authorized debit is the preferred method, Internet payment is available with most financial institutions as an alternative to pay your premiums and charges.

- Make your payment via your banking institution's website.
- Enter the reference number, composed of the following characters:
 - ✓ The GR prefix
 - ✓ A sequence of 6 digits for your policy number
 - ✓ A sequence of 4 digits for your division number

For example, if your policy number is 99999 and your division number is 1, the reference number is GR0999990001.

Do not combine payments for different policies or different divisions. Payments must be made separately (5 divisions = 5 payments).

Any questions about these payment methods? Contact us by email at accounting.group@ia.ca.

Calculation of prorated adjustments

Prorated adjustments are calculated on a 30-day period, regardless of the number of days in the month where the adjustment is effective. Below are examples of prorated adjustment calculations:

New plan member

Coverage effective July 4, 2023 – Processed on the July 2023 premium statement.

Monthly health premium: \$125.82

Monthly dental premium: \$95.29

Monthly life premium: \$31.80

How many days do we charge?	30 days - 3 days = 27 days
What is the prorated health premium amount?	$\$125.82 / 30 \text{ days} \times 27 \text{ days} = \113.24
What is the prorated dental premium amount?	$\$95.29 / 30 \text{ days} \times 27 \text{ days} = \85.76
What is the prorated life premium amount?	$\$31.80 / 30 \text{ days} \times 27 \text{ days} = \28.62
What is the total amount to be charged?	$\$113.24 + \$85.76 + \$28.62 = \227.62

Termination of coverage

Termination effective February 7, 2023 – Processed on the March 2023 premium statement.

Monthly health premium: \$98.06

Monthly dental premium: \$129.80

How many days do we reimburse?	30 days - 6 days = 24 days
What is the prorated health premium amount?	$\$98.06 / 30 \text{ days} \times 24 \text{ days} = \78.45
What is the prorated dental premium amount?	$\$129.80 / 30 \text{ days} \times 24 \text{ days} = \103.84
What is the total amount to be reimbursed?	$\$78.45 + \$103.84 = \$182.29$

Change of coverage

Change of coverage from individual to family effective June 21, 2023 – Processed on the July 2023 premium statement.

Monthly health premium – Individual coverage: \$55.76

Monthly health premium – Family coverage: \$156.54

Monthly dental premium – Individual coverage: \$29.48

Monthly dental premium – Family coverage: \$73.74

N. B. Since the June premium was already paid, the adjustment will only include the difference between the family and the individual coverage premiums.

How many days do we charge?	30 days - 20 days = 10 days
What is the prorated health premium amount?	$(\$156.54 - \$55.76) / 30 \text{ days} \times 10 \text{ days} = \33.59
What is the prorated dental premium amount?	$(\$73.74 - \$29.48) / 30 \text{ days} \times 10 \text{ days} = \14.75
What is the total amount to be charged?	$\$33.59 + \$14.75 = \$48.34$