



NOTE: This form is for Employer use only.
It should not be used to request direct deposit of a reimbursement by a Plan participant. A Direct Deposit Reimbursement form is available for that purpose and can be obtained from the Benefit Resource website.

INVOICE PAYMENT OPTIONS

For your convenience, Benefit Resource, Inc. and BRI COBRA, LLC, collectively called BRI, now offers a number of ways you can remit payment for your monthly administration invoices.

- **By Direct Payment**

Our Direct Payment Plan is a carefree easy way to pay your BRI invoice. Direct Payment eliminates the need for check writing and mailing. Your payment will be automatically deducted from your bank account 15 days after the date of your invoice. You can enroll by completing an ACH Debit Authorization Form for Monthly Invoice Payments, which can be found on our website www.benefitresource.com; ***Employer Home page; General Information; Employer Forms; ACH Debit Authorization Form for Monthly Invoice Payments.***

- **By Credit Payment**

If you want to control the timing and amount of your electronic payment, you can send us an ACH credit. ACH credit payments can be initiated from your cash management or accounts payable system using the following bank account as the payment destination:

**HSBC Bank USA
One HSBC Center
Buffalo, New York 14203
Routing #: 021052053
UPIC/Acct # 99538164**

Important: To be properly credited ensure that your company name is included with your payment in the additional fields (addenda records) of either the CCD + or CTX standard ACH formats

- **By Check**

Make your check payable to Benefit Resource, Inc. (Do not mail cash.)

Mail payments to:

**Attn: Accounts Receivable
Benefit Resource, Inc.
245 Kenneth Drive
Rochester NY 14623-4277**