



*Human Resource
&
Finance Book*



Life... Worth Protecting

Dear Human Resource & Finance Authority,

This brochure is here to give you our contact information and instructions for processing your employee deductions for Globe Life benefits. Please contact a specialist at our GITW Administrative Office to handle any of your insurance billing needs. We are your direct contact point, with no phone menus to navigate, our goal is to help you and your employees.

Payroll and Payment Questions or Changes, Please Contact:

GITW Administrative Office

Phone: 844-592-4489
Fax: 888-248-0745
CS@GITWBenefits.com

PO Box 1014
Sandpoint, ID 83864

Office Hours: Monday - Friday 8:00 A.M. - 5:00 P.M. PST

Please notify our office of any changes in pay status such as terminations, temporary layoffs, extended illness, etc. We can help your employee prevent a lapse in coverage with alternative payment options.

If an employee chooses to change their deduction(s), we will notify your office, so changes can be made in a timely manner.

We are here to serve:

Employees can also contact the GITW Administrative office for help with any of these common needs and more:

Employee Needs:

- Coverage Changes
- Deduction Changes
- Beneficiary Changes
- Filing Claims
- Policy Questions
- Cash Value
- Cancellations
- Employment Changes

Employer Needs:

- Payment Method Changes
- Direct Deposit
- Claim Assistance
- Billing Questions
- Employee Status Changes
- Loans Cancellations
- Terminations
- Administrative Contact Changes

*If you ever have any questions, please feel free to contact our GITW Administrative Office.
Sincerely,*

GITW Benefits Administrative Team

Payment Options for the Employer

We have the ability to set up your account with Globe Life to meet the needs of your payroll system. Please discuss important Finance Department items with us. All payroll deductions are post tax.

Direct Deposit:

This preferred payment system can be set up and managed easily, so long as your finance office has the ability to do Direct Deposit. It is very simple, and once set up, it requires no maintenance unless an employee needs changes to their deduction.

- **Direct Deposit Authorization form** - is set up for each employee, based on the deduction amount listed on the Salary Deduction.
- **Direct Deposit** - is set up to be sent directly to Globe Life's Escrow Account at UMB Bank (for the amount of deduction) based on the routing number/account number & employee SS# to tie the payment directly to the policy.
 - The transfer occurs the day of the ACH release (just like their paycheck into their bank).
 - Once the funds have been received by UMB Bank, they are then transferred to Globe Life and Accident Insurance Company where they are separated by SS# and posted to each insured's policy.
 - There are no checks to be prepared and mailed AND no reconciliation required by Finance.
 - This is the same system used by all federal employees nationwide.

Salary Deduction Authorization/ Billing Statement Option:

We can arrange for billing statements weekly, bi-weekly, semi-monthly, or monthly. Whichever fits your needs best.

- **Salary Deduction Authorization form (SDA)** - is set up for each employee, based on the deduction amount listed on the Salary Deduction.
- **Billing Statement** – it will give you a place to make any changes to your employee's deductions. Please include a copy of this statement with your payment, if there are any changes, to ensure the payment is posted properly. If no changes are being made, just include the payment slip attached to the statement with your payment.
- **Mail Payments To:**

Globe Life and Accident Insurance Company
ATTN: Premium Remittance Division
P.O. Box 268844,
Oklahoma City, OK 73126-8844
- Your Payroll Group Number is: _____ *(Please include this number with all correspondence.)*

Thank You for partnering with us to provide these valuable benefits to the employees that we serve. We want you to know we appreciate the work that you do.

GITW - Administrative Office

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" Building long lasting Relationships through a unique and interactive approach to Fringe Benefit Solutions "



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