



Group Recurring Payment Setup

To serve you better, Quartz offers easy recurring payment options. Schedule your premium payment to automatically withdraw from your business checking account. This will ensure your payments will always be up-to-date. Simply fill in the form information below, and mail or fax it to:

Quartz
840 Carolina Street
Sauk City, WI 53583
Fax: (608) 643-2564

For faster service, you can also scan and e-mail this form to Billing@QuartzBenefits.com or call (800) 362-3310 and one of our Billing Specialists will be happy to help you over the phone.

Please note: You will still receive a monthly invoice showing how much will be withdrawn from the account. If you have questions about recurring payments, please contact our Billing Department at (800) 362-3310.

Group Name: _____ **Group Number:** _____

Start Payment: on due date ____ days before due date **Email:** _____

Name on Account: _____ **Account Type:** Checking

Bank Name: _____

Account Number: _____

Bank Routing Number: _____

Bank City/State: _____

Completed By: _____

Signature: _____ **Date:** _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Quartz in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company as long as the transactions correspond to the terms indicated in this authorization form.