

Group recurring payment setup

Setting up recurring payments is easy!

To serve you better, Quartz offers recurring payment options. You can 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 below and email it to:

Billing@QuartzBenefits.com.

For faster service, you can also call **(800) 362-3310** to set it up over the phone or log into MyPlanTools to set it up online 24/7.

Please note: You will still receive a monthly invoice showing how much will be withdrawn from the account.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:** _____

Email: _____

Start payment: on due date _____ days before due date (excluding the 7th-20th of each month)

Name on account: _____

Bank name: _____

Account number: _____ **Account type:** **Checking**

Bank routing number: _____

Bank City/State: _____

Completed by: _____

Signature: _____ **Date:** _____

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debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above-noted periodic transaction dates.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 bank account and will not dispute these scheduled transactions with my bank as long as the transactions correspond to the terms indicated in this authorization form.