



SurePay Enrollment Form

What is SurePay?

SurePay automatically draws monthly premiums out of your checking or savings account.

Without SurePay, you will be responsible for mailing your premium payment and your coupon timely. SurePay eliminates writing checks and the uncertainty whether your check was received. Be assured your payment is always received on time, even when you travel.

When are SurePay Payments Made?

Retiree health premium payments will be drafted from your account on or near the 10th of each month. Leave of absence premium payments will be drafted from your account on or near the 7th and the 22nd of each month. Your bank record will reflect the amount and date your premium payment was drafted.

What Happens when the Premium Changes?

You will be notified ahead of any premium change drafted through SurePay. Health plan rates change every January 1.

How do I set up SurePay?

You will need to return this completed authorization form along with a *Voided Check* to the address below. This form must be received 10 days before the scheduled draft date to have the premium paid by SurePay. Mail this form and voided check to:

Vita Administration Company, 900 North Shoreline Blvd., Mountain View, CA 94043-1933
(650) 966-1492 or (800) 424-3052

New SurePay Bank Change Retiree Leave

I authorize Stanford University to charge the bank account indicated below for the benefit plan premiums in which I am enrolled. This authorization will remain in effect until Vita receives a termination request in writing.

Name _____	Bank name: _____
SSN _____	Bank address: _____
Phone _____	_____
Start date of leave _____	Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Signature _____	Date _____

Attach Voided Check Here