

Diocese of Sioux City
Timely Payment / Electronic Payment Guide: Effective 7-1-15

	Payment Type:	Due Date:	ACH Electronic Payment:	ACH Date:	ACH Timeframe:	Annual Discount:
1	Work Comp	Monthly, with final payment due Dec 1st	Optional	1st of the month (or next business day)	Ten monthly payments March 1st to December 1st	\$100 (if total invoiced amount is over \$1,000)
2	Cathedraticum	Due in total by 15th of Sept, Dec, Mar, and June	Optional	8th of the month (or next business day)	Twelve monthly payments	\$100
3	Lay Health Insurance	Processed electronically on the 15th of the month	Required	15th of the month (or next business day)	Twelve monthly payments	Not Available
4	Priest Health Insurance (Note A)	Due in total by 15th of Sept, Dec, Mar, and June	Optional	22nd of the month (or next business day)	Twelve monthly payments	Not Available
5	Property and Liability Insurance	Monthly, with final payment due June 1st	Optional	28th of the month (or next business day)	Ten monthly payments September 28th to June 28th	\$100
6	DAA Shortfalls	Monthly, with final payment due Oct 1st	Optional	8th of the month (or next business day)	Four monthly payments July 8th to October 8th	Not Available
7	Globe Balanced Billing	Monthly, with final payment due Feb 1st	Optional	15th of the month (or next business day)	Ten monthly payments April 15th to January 15th	Not Available
8	Auto Insurance	Monthly, with final payment due June 1st	Optional	22nd of the month (or next business day)	Twelve monthly payments July 22nd to June 22nd	Not Available
9	401 K	8th of the month (or next business day)	Not available for 2015-2016; Will be required beginning 7-1-16	Not Available	Not Available	Not Available

See below for further payment info.

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Note A: Complete a separate authorization form for each priest for Priest Health Insurance.

Required Authorization Form for ACH Payment Option:

- Contact Marilyn Wellman for an authorization form
 - or visit our website: sdiocese.org under "Files and Documents/Parish Bookkeeper Manual"
- Signed by pastor or authorized signer
- Include voided check
- Complete separate form for each type of payment
- Complete new form for bank changes (including ABA and Account # changes)
- Return forms to Marilyn Wellman at marilynw@sdiocese.org or fax to 712-233-7598
- Emails reminders will be sent approximately two days prior to the effective date
- Authorization remains in force until terminated in writing

If Questions:

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