

Timely Payment / Electronic Payment Guide Updated April 2017

	Payment Type:	Due Date:	ACH Electronic Payment:	ACH Date:	ACH Timeframe:	Annual Discount:
1	Work Comp	Monthly, with final payment due June 15th	Optional	1st of the month (or next business day)	Three monthly payments April 1 to June 1	\$100 (if total invoiced amount is over \$1,000)
2	Cathedraticum	Monthly; final pymt due by 15th of Sept, Dec, Mar, and June	Optional	8th of the month (or next business day)	Twelve monthly payments on the 8th	\$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 on the 15th	Not Available
4	Priest Health Insurance	Processed electronically on the 22nd of the month	Required	22nd of the month (or next business day)	Twelve monthly payments on the 22nd	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 June 15th	Optional	8th of the month (or next business day)	Four monthly payments; Mar 8 to June 8	Not Available
7	Globe Balanced Billing	Monthly, with final payment due June 15th	Optional	15th of the month (or next business day)	Three monthly payments; April 15 to June 15	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	Paperwork due in SmartVault by the 8th; Processed electronically on the 22nd of the month	Required	22nd of the month (or next business day)	Twelve monthly payments on the 22nd	Not Available

Required Authorization Form for ACH Payment Option:

- Contact Marilyn Wellman for an authorization form
 - or visit our website: scdiocese.org (enter "ACH Forms" in search function)
- 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@scdiocese.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:

Marilyn	712-233-7518	marilynw@scdiocese.org
Diane	712-233-7594	dianed@scdiocese.org