

MINNESOTA BENEFIT ASSOCIATION

Serving those who serve Minnesota



MinnesotaBenefitAssociation.org



Payroll Group Account Information

Welcome to the Minnesota Benefit Association (MBA). We are pleased to offer you the convenience of payroll deduction services for your employees. Please complete the following form and return to MBA via email at info@MinnesotaBenefitAssociation.org or fax at 651.739.3265.

Contact Information

Group Name _____

Address _____

EIN Number of Group _____

Website Address of Group _____

| | Payroll Contact | HR Contact |
|---------------|-----------------|------------|
| Contact Name | _____ | _____ |
| Job Title | _____ | _____ |
| Phone Number | _____ | _____ |
| Email Address | _____ | _____ |
| Fax Number | _____ | _____ |

Payroll Information

Frequency of payment to MBA:

Bi-Weekly

With bi-weekly payment mode we would send an email two weeks before the pay period for any changes to premium.

Monthly

Date that changes are needed in order to handled changes in deductions. Example: On a monthly payment mode, we would send an email on May 15 to make a change for June. Or, we would send an email on May 28 to make a change for July. Please Circle your selection below of the time frame you'd like changes sent to you.

15th 28th

If you would like to discuss payroll deduction options and processes with a Minnesota Benefit Association representative, please contact us at 800.360.6117.

Signature of Payroll Contact _____ Date _____

Signature of HR Contact _____ Date _____