

Trustmark Voluntary Benefit Solutions, Inc.

Client Payroll Deduction and Billing Set Up Form:

Client Information:	Main Contact:	Alternate:
City of North Port 4970 City Hall Boulevard North Port, FL 34286 Tax ID: 596072227	Rhonda Luttkus P: (941) 429-7132 F: (941) 429-7135 E: rluttkus@cityofnorthport.com	P: E:

Enrollment Period: 08/13/2018 thru 08/27/2018
Effective Date: 10/01/2018

Payroll / Deduction Information:

Deduction Mode: Bi-Weekly **PPY:** 26
First Deduction Date: 10/05/2018 Friday Pay Check Dates
Pay Period: 09/16/2018 - 09/29/2018
Payroll Run Date: 10/01/2018
Paycheck Date: 10/05/2018

Products:

TRUSTMARK ACCIDENT (TMKACC)	Pre-Tax	100% Employee Paid
TRUSTMARK CANCER & CRITICAL ILLNESS COMBO (TMKBO)	Pre-Tax	100% Employee Paid
TRUSTMARK CRITICAL ILLNESS (TMKCI)	Pre-Tax	100% Employee Paid
TRUSTMARK CANCER (TMKCA)	Pre-Tax	100% Employee Paid
TRUSTMARK UL (TMKUL)	Post-Tax	100% Employee Paid

File Format / Required Fields:

Format: PDF
Sort: Employee Last Name
Product Payroll Slots: Separate Slots
Required Fields: 4 Digit Employee ID #:

Initial Deduction File:

Deductions will start off of the agent register.

Change Files:

Change files will be sent on a weekly basis. They are sent on Monday evenings via secure email to Rhonda Luttkus, Dawn Shorter Yvonne Gibson, Sandy Knowles, Angela Hollister, and Michelle Collins with City of North Port in Excel & PDF format, Jackle Thomas and Service@explainmybenefits.biz.com in PDF format.

Remittance:

Bill Due Date: 11/15/2018 Monthly
Bill Period: 10/01/2018 - 10/31/2018
Remittance Method: Emailed List bill
Fund Transfer: Mailed Check

Employee Missed Deductions:

Trustmark Voluntary Benefit Solutions will not send a letter to the employee's home for missed deductions.

For set-up questions, please contact the Trustmark Voluntary Benefit Solutions Payroll Deduction Specialist:
Tyshia Coleman
Email: TColeman@trustmarkins.com
Phone: 1-800-514-3446, Ext. 33083

For servicing questions, concerns or assistance, please contact the Trustmark Voluntary Benefit Solutions Client Service Representative: Jen Mosses
Email: JMoses@trustmarkins.com
Phone: 1-800-514-3446, Ext. 45494

Thank you for reviewing the billing set-up for your voluntary payroll deducted benefits for your employees.
Please confirm the information is correct by signing below and returning the form to:

Email: TColeman@trustmarkins.com

Fax: 262-404-0000

Print Contact Name

Contact Signature

Date

City of North Port

5945

Client Name

Client Number

Rhonda Luttkus

From: Coleman, Tyshia <TColeman@trustmarkins.com>
Sent: Wednesday, August 15, 2018 9:17 AM
To: Rhonda Luttkus
Subject: Trustmark Payroll Deduction & Billing Summary for City of North Port 5945
Attachments: Trustmark Payroll Deduction & Billing Summary for City of North Port 594....pdf; W-9 2018.pdf

Good Morning Rhonda,

Thank you for your continued business with Trustmark Voluntary Benefit Solutions. My name is Tyshia Coleman and I am working with the Implementation team on the enrollment for City of North Port. I wanted to touch base with you to make certain your payroll and billing information has not changed since the last enrollment, and if it has, that we are able to make these changes in our system as soon as possible.

Attached is a Client Payroll and Billing Setup Form, for open and perpetual enrollment. This is a summary of the way our system currently reflects your information, based on previous enrollments and your current billing process. Please take a moment to review the form, and advise if there are any changes. If there are no changes, please sign and return the form at your earliest convenience. You may email the signed form directly back to me or fax it to the number in my signature below.

Please sign and return only the open enrollment form.

Jen Moses is your dedicated billing Client Service Representative, and will continue to assist with your day-to-day servicing needs. Her contact information is on the attached form.

A W-9 form is also attached for your records.

Please let me know if there are any questions or concerns at this time. I look forward to hearing from you.

Thank you, and have a great day!

Tyshia Coleman

Payroll Deduction Specialist

400 Field Drive, Lake Forest IL, 60045

Direct: 847-283-3083 Office: 800-229-4543

TColeman@trustmarkins.com

www.trustmarksolutions.com

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computer, you also should be aware that your employer and its agents have access to email communications between you and us.