



INSTRUCTIONS:

Detach and mail the payment stub (bottom of statement) with your payment in the enclosed envelope. Payment must be payable to: **Minnesota Management & Budget**. Please include the ID# on your payment. **Do not send cash**. You may pre-pay for coverage. You will not receive another statement until your payment is depleted.

If you do not want to continue a particular coverage, cross out the coverage you are NOT paying for and note "cancel". SEGIP will need to receive notice of cancellation in writing within thirty days. **Your cancellation request must be returned to Minnesota Management & Budget, SEGIP, 400 Centennial Building, 658 Cedar Street, Saint Paul MN 55155. You may fax the request to 651-296-5445 or scan and email the request to segip.mmb@state.mn.us**. Note the month you wish to end coverage. If no month is noted, coverage will be canceled retroactive to the first of the month for which we do not receive payment. If you are on a leave of absence and you cancel coverage, coverage will not be reinstated until you return to work. We recommend you make a copy of the Billing Statement for your records.

Subtract the amount of the cancelled coverage(s) from your payment and return both the stub of the billing statement with your payment.

Pre-Tax Medical/Dental Expense Account: The law allows you to continue pre-tax deductions on a post-tax basis following your termination or while on a leave of absence. You may wish to do this if you have not yet incurred enough expenses to be reimbursed for the deductions already taken through payroll deduction. If you wish to continue this program you must contact our office at (651) 355-0100 for further instructions. Pre-Tax Day Care and Transit Expense Account cannot be continued while off the payroll.

HOW TO READ YOUR BILLING STATEMENT:

Previous Balance: Represents charges from previous monthly charge(s) due.

Current Charge(s): Represents the current charges due. ***This may not be the entire payment due.*** Please review your statement for a previous balance due.

Total Amount Due: This is the total payment that must be submitted in order to maintain your insurance coverage. This amount includes both previous and current monthly charges. If your last payment was sent after the 18th of the month, that payment will not be included in the total amount due.

Date Due: Payment is due the first of the month. **If no previous balance is due, payment must be received within 30 days of the date due or coverage will be cancelled. If charges are due from a previous month, cancellation may occur at any time, without further notice. If you are unable to locate your previous invoice contact SEGIP immediately to confirm the due date of your previous balance. Coverage will not be reinstated following a cancellation. Checks returned for insufficient funds will be considered non-payment.**

Address Change: Indicate any address change by checking the box on the payment stub. Print the new address on the reverse side of the stub. **For faster service of address changes notify SEGIP in writing: Minnesota Management & Budget, SEGIP, 400 Centennial Building, 658 Cedar Street, Saint Paul MN 55155. You may fax the request to 651-296-5445 or scan and email the request to segip.mmb@state.mn.us**. For employees on leave or layoff, your change of address will only change for insurance billing purposes. If applicable, you must contact your Human Resource Office to update your personnel records with your new address. U.S. Postal regulations prevent the forwarding of invoices. If your address changes temporarily, it is your responsibility to contact SEGIP to provide a correct address and obtain a bill.

Billing Questions:

Contact State Employee Group Insurance Program (SEGIP) at (651)-355-0100. Correspondence, other than address or coverage changes, should be sent to Minnesota Management & Budget, SEGIP, 400 Centennial Building, 658 Cedar Street, Saint Paul MN 55155.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.