

Instructions on Enrolling in Automatic Payments

Contact your bank to set up an automatic payment. PVSD does not have the capability to pull money from your bank account. This has to be done at your financial institution's end. You can also set up an automatic Bill Pay Online. You will have to go to your financial institution to set this up as the set up may be different. Be sure to schedule your payment so that PVSD *receives* the payment **by the 10th of each month**.

Here's how to get started paying bills online through your financial institution's Bill Pay Service:

1. **Set up your payee.** To set up Pleasant Valley School District as a payee, you'll need your invoice. You may use your Customer ID number found on the top of the invoice as your account number. Please have your Financial Institution send the check to Pleasant Valley School District, Attn: Employee Benefits, 600 Temple Ave., Camarillo, CA 93010.
2. **Schedule your payment.** Tell your financial institution the amount you want to pay, and when you want the money to be taken out of your account. Remember, payments are due on the 1st of each month. If PVSD does not receive your payment by the 10th, you will incur a \$20 late fee. Benefits will be cancelled if payment is not in by the 20th of the month. Once terminated you risk not being able to be re-enrolled.
3. **Payment amount subject to change.** Each year, your monthly premium is subject to change with your payment due September 1st of each year. Rates may go up or down, so please be sure you refer to your invoice.

You may choose to pay the full amount, the minimum amount per month, quarterly, etc.

You will receive a new invoice in May/June for the following fiscal year. Please do not combine checks for the different fiscal years. Payments for the new fiscal year received before July 1st will not be processed until July 1st.

Contact the Employee Benefits Specialist at 805-445-8605 if you have any questions.

