



## MEMORANDUM

**TO:** Local Church Business Administrators  
Church Secretaries  
SPRC Chair Persons

**FROM:** Wendy McCoy  
HR & Benefits

**DATE:** December 2006

**SUBJECT: IMPORTANT CHANGES TO BILLING FROM THE FLORIDA  
CONFERENCE**

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This notice is to advise you of changes for 2007 that will affect your receipt and payment of health insurance, pension, property insurance and worker's compensation insurance for next year.

The following changes are taking place:

1. The conference is consolidating the statements it sends to local churches for health insurance, dental insurance, MRA and DCA, the new life insurance plan, and pension for clergy. Beginning January 2007, all benefit plans will be consolidated into a single statement instead of billing each benefit plan separately.
2. Beginning February 2007, the conference will not mail statements to the local churches for the above benefit plans. Monthly statements for health insurance, life insurance, MRA and DCA, dental insurance and clergy pension, will be posted on the Conference Web site, <http://www.flumc.org>. It is your responsibility to visit the Web site, print your statement and process your payment. Complete details will be posted on the Web site to guide you through the process of printing out statements and where to submit your payments.

3. The Conference is outsourcing the receipt and processing of checks/deposits to AmSouth Bank. AmSouth will provide lock-box services which receive and process payments and update the Conference records with payment information.
4. Effective February 1, you must send all payments to the following addresses:

Benefits, Pension and Apportionment Payments:

AmSouth Bank  
P.O. Box 850001  
Orlando, FL 32885-0207

Ministry Protection Property Insurance and Workers Comp Insurance:

AmSouth Bank  
P.O. Box 850001  
Orlando, FL 32885-0208

5. Previously, statements for Worker's Compensation were mailed quarterly. In 2007, you will receive your Worker's Compensation as an annual premium. As an incentive to get your payment in promptly, the conference is offering a premium reduction of 3% of your annual total if you pay the entire premium by January 31, 2007.
6. The waiting period for health benefits to become effective for new employees **has been reduced from 90 days to 30 days**. Therefore local churches must contact the Conference Human Resources and Benefits Department shortly after the new employee begins employment if they are interested in the conference health benefits or setting up a Flexible Spending Account. After 31 days of employment, the opportunity for a new employee to enroll in health insurance (as well as other employee benefits) ends and they will not be eligible to enroll until the next open enrollment window in the fall of 2007.