

Payment of Premium Policy

This document will detail how BCCA Employee Benefit Trust should proceed with clients who have neglected to pay their premium. This Payment of Premium Policy will act as an outline that will help guide the employees of BCCA Employee Benefit Trust and the Board of Trustees to answer any inquiries about why a client has been suspended or terminated.

As per BCCA Employee Benefit Trust's Payment of Premium Policy, premiums are expected to be paid by the beginning of each month and invoices are mailed out 2 weeks prior. There is a 30-day grace period where clients are still able to pay their premiums without any warning or consequences.

After the grace period has passed, if an account has yet to be paid, BCCA Employee Benefit Trust will send a reminder letter or phone call warning of account suspension. If no response or payment has been received 15 days after the 30-day grace period, the account will be placed on suspension and all claims will be retroactive to the last month paid. If after 45 days and the premium has still not yet been paid, a termination notice letter will be sent to the client.

60 days after the due date of the unpaid invoice, termination of the account will begin to proceed and all claims will be retroactive to the last full month paid.