



WA HCA SEBB List Bill Process and Guidelines

Summary: This document contains the guidelines and draft process for a WA HCA SEBB locations to convert from Direct Bill to a List Bill process with MetLife. All Implementation steps and guidelines will be thoroughly reviewed with the participating SEBB locations.

Guidelines for SEBB Locations Agency:

- **SEBB Location Agency must identify a point of contact to work with the MetLife during the implementation process**
- **SEBB Location MUST use the standard MetLife list bill template, which will not allow negative adjustments and/or custom formatting and will be received and remitted via fax**
- **SEBB Location MUST agree to bill employees on a monthly cycle only (semi-monthly will not be available under this option)**
- **SEBB Location MUST be sure the remittance check matches the exact amount on the list bill being submitted for processing in order for a smooth billing cycle**
- **Remittance can be done via physical check or wire transfer: SEBB Location can only send ONE (1) wire or one check for the entire remittance amount and back up must be provided for both remittance options**

Physical Check and List Bill will be sent to the following address

MetLife
P.O. Box 783895
Philadelphia, PA 19178-3895

Wire Bill Information –

MetLife CBS Group Payroll Deduction
WIRE ADDRESS

JP MORGAN CHASE Bank
1211 Avenue of the Americas
New York, NY 10036

Routing number/ABA code:

021-000-021

Account Number:

002-2-430805

ACH Wire Instructions: Please use CCD format

Please include the Customer name and group number on the wire.

- **SEBB Location will review and acknowledge written agreement outlining all the guidelines outlined above prior to start of testing**

Please acknowledge that SEBB Location is in agreement with all that is outlined in this document via formal signature or email acceptance.

SEBB Location Signature & Date

School District Name

Primary Contact Name

Primary Contact Phone Number

Primary Contact Email Address