

CareFirst BlueCross BlueShield  
840 First Street, NE  
Washington, DC 20065  
Tel. 202-479-8000



**AUTHORIZATION AGREEMENT FOR  
PRE-AUTHORIZED PAYMENT (ACH DEBIT)**

I (We) hereby authorize CareFirst BlueCross BlueShield (CareFirst) to initiate entries to my (our) checking account indicated below and the Financial Institution named below to debit the same to such account.

CareFirst will complete this transaction only if a **VOIDED CHECK** containing this information is attached. This authority is to remain in full force and effect until the Financial Institution has received notification from either party of its termination in such time and such manner as to afford the Financial Institution reasonable sufficient time to act on it. A customer has the right to stop payment of a debit entry by notification to CareFirst and the Financial Institution prior to charging the account. After the account has been charged, a customer has the right to have the amount of any erroneous debit credited to his/her account by the Financial Institution up to 15 days following issuance of a statement or 45 days after posting, whichever occurs first. In some instances, it may be necessary to issue a refund instead of a credit back to the customer's account. The debit transaction will be processed between the 24<sup>th</sup> and the 31<sup>st</sup> of the month for the following month's coverage.

Date: \_\_\_\_\_

Group / Member Name: \_\_\_\_\_

Group Number: \_\_\_\_\_

Identification Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(as it appears on the bank records) (required)

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank ABA Number: \_\_\_\_\_

The completed form and voided check must be returned to:  
CareFirst BlueCross BlueShield, 840 First Street, NE, Washington, DC 20065  
ATTN: Sharon Proctor-Booker, Collections Specialist, Collections Unit  
OR; it may be faxed to: ATTN: Sharon Proctor Booker at Fax #: 202-680-7608

***NOTE: A VOIDED CHECK MUST BE SUBMITTED WITH THIS AGREEMENT***