



New Mexico
Public Schools
Insurance
Authority

Premium Billing & Bill Reconciliation Resources

Payment Deadline Flowchart

Bill Available on the
1st Business Day of
the Month

“Paid As Billed” by the
10th of the Month

If Past Due, a 1.5% Late
Payment Penalty Assessed. If
not “Paid as Billed”, 1.5% or a
Minimum Penalty of \$500

New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc., Santa Fe, NM 87504 (800) 233-3184

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| | |
|---|--------------------|
| Total Billing for May 2021 | \$47,428.32 |
| Account Receivable Balance as of 04/30/21 | \$0.00 |
| Outstanding Late Payment Penalty Assessment as of 04/30/21 | \$0.00 |
| Outstanding Pay As Billed Penalty Assessment as of 04/30/21 | \$0.00 |
| Grand Total Due | \$47,428.32 |

Premium is due at Wells Fargo bank by the 10th of the month by either ACH or Wire Transfer. If using ACH, payment MUST be initiated before 3 p.m. on the 9th to ensure timely payment. ACH payment must be initiated and approved before sending and may take up to 3 days to complete. Weekends and holidays may also slow the ACH process.

NMPSIA Benefits Account Routing Number: 121000248
NMPSIA Benefits Account Number: 4123105504

(Information provided to pay the NMPSIA Employee Benefits Bill. Risk premiums SHOULD NOT be directed to this account)

If payment is not received by the 10th of the month, you will be assessed a 1.5% penalty on the Grand Total Due.

If payment is not Paid as Billed, you will be assessed a 1.5% penalty on the Grand Total Due and the minimum penalty will be \$500. This penalty will be doubled in each subsequent month the penalty is not paid.



Erisa Administrative Services, Inc.