



# Employer Deduction Change File



The Standard now offers a consolidated deduction report to help start and maintain deductions through an easy-to-understand report. We offer our standard solution as well as the ability to customize this report to fit your needs.

## Deduction Change File

The Standard has developed a report that notifies the employer if there are any changes in deductions for associates who have coverage with The Standard, including individuals who are electing new coverage, cancelling their coverage, or making changes to their existing coverage. This report comes in a standard format (see reverse for an example), but it can also be customized based on your specifications.

**Participants** - Any employer who wants to be notified of new deductions or deductions that should be changed or stopped.

**Format** - This is a standard file, but it can be customized to fit almost any format.

**Delivery Frequency** - To update deductions in a timely manner, this report can be delivered weekly, bi-weekly, semi-monthly, or monthly. The files are delivered securely via EasyBill® Online. Registration for the site is required. Please contact your billing team for more information.

See the reverse side for an example of our deduction change file.

Need support? Email EasyBill Online at: [AHLLBillingInquiry@standard.com](mailto:AHLLBillingInquiry@standard.com)

## Standard Employer Deduction Change File Example

Account Number	Employee Number	Employee Last Name	Employee First Name	Coverage Number	Product Type	Deduction Frequency	Section 125	Deduction Amount	Coverage Effective Date	Deduction Action
12345	0111111111	Doe	Jane	90-XXXXXXXX	Universal Life	Bi-Weekly		\$20.56	11/01/20XX	Start
				80-XXXXXXXX	Accident	Bi-Weekly	Y	\$10.56	07/01/20XX	Change
				55-XXXXXXXX	SHOP	Bi-Weekly	Y	\$0.00	01/01/20XX	Stop
								<b>Total:</b>	<u>\$31.12</u>	
12345	0222222222	Smith	George	80-XXXXXXXX	Cancer	Bi-Weekly	Y	\$14.56	11/01/20XX	Start
12345	0333333333	Smith	John	90-XXXXXXXX	Term Life	Bi-Weekly		\$6.56	11/01/20XX	Start
				55-XXXXXXXX	Dental	Bi-Weekly		\$2.65	11/01/20XX	Start
								<b>Total:</b>	<u>\$9.21</u>	

### Deduction Change File Details

**Account Number** - 5-digit number assigned by The Standard that associates the employee with the employer group. Please note that for employers with multiple billing locations, you may have multiple account numbers.

**Employee Number** - Number used to identify the individual employee. The number consists of the employee's Social Security number with a zero as the leading digit. It can also be a unique, employee-specific number assigned by the employer.

**Coverage Number** - Policy or certificate number assigned by The Standard to identify specific coverage.

**Product Type** - The type of coverage the employee has. Details can be found online.

**Deduction Frequency** - Deduction frequency of employees' benefits established by the employer. If this doesn't match the deduction frequency that was selected, please contact Allstate Benefits to correct the discrepancy. **Weekly** - 52 deductions per year; **Bi-Weekly** - 26 deductions per year; **Semi-Monthly** - 24 deductions per year; **Monthly** - 12 deductions per year.

**Section 125** - If coverage deduction is pre-tax, the column contains a "Y."

**Deduction Amount** - Amount to be deducted by the policy/certificate per deduction period.

**Coverage Effective Date** - Effective date of policy/certificate.

#### Deduction Action -

- **Start: New Issue**—An application or enrollment form has been received for new coverage. (Please note the start date does not necessarily reflect that the application has been approved.)
- **Returned to Payroll Billing**—A policy or certificate that had previously been removed has been returned to payroll billing.
- **Change:** The deduction amount for the policy/certificate listed has changed.
- **Stop:** The deduction for the coverage listed should stop for one of the following reasons:
  - The coverage was removed from payroll billing
  - The coverage was withdrawn or declined
  - The coverage lapsed
- **Unchanged:** No change in the specific coverage listed, but there was a change for one of the other policies or certificates for the individual.

This is a standard form, but it can be customized to fit almost any format.

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