



Allstate
BENEFITS

Employer Deduction Change File

Allstate Benefits 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 - Allstate Benefits has developed a report that notifies the employer if there are any changes in deductions for associates who have coverage with Allstate Benefits. Examples include individuals 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) or can 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 can be customized to fit almost any format.

Delivery Frequency - In order 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 an example of our deduction change file on the reverse side.



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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 Effect Date	Deduction Action
12345	011111111	Doe	Jane	90-XXXXXXXXXX 80-XXXXXXXXXX 55-XXXXXXXXXX	Universal Life Accident SHOP	Bi-Weekly Bi-Weekly Bi-Weekly	Y Y	\$20.56 \$10.56 \$0.00 <u>Total: \$31.12</u>	11/01/20XX 07/01/20XX 01/01/20XX	Start Change Stop
12345	022222222	Smith	George	80-XXXXXXXXXX	Cancer	Bi-Weekly	Y	\$14.56	11/01/20XX	Start
12345	033333333	Smith	John	90-XXXXXXXXXX 55-XXXXXXXXXX	Term Life Dental	Bi-Weekly Bi-Weekly		\$6.56 \$2.65 <u>Total: \$9.21</u>	11/01/20XX 11/01/20XX	Start Start

Deduction Change File Details

Account Number - 5-digit number assigned by Allstate Benefits 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 employees' 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 Allstate Benefits 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, please contact Allstate Benefits to correct prior to changing. **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 does not necessarily reflect that the application has been approved.) Returned to Payroll Billing—A previous policy or certificate has been returned to payroll billing that had previously been removed.
- 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 can be customized to fit almost any format.