



Allstate
BENEFITS

**Employer Self-Bill
Reference Guide**

Employer Self-Bill - *Billing Made Even Easier*

Allstate Benefits is making it even easier to do business with us. With Employer Self-Bill, you don't receive an invoice from us and you'll never have to reconcile payments against your payroll deductions. Simply send Allstate Benefits your employee payroll deduction register and we'll do the rest.

Once you've started your employees' payroll deductions...

1 Send your payroll deduction register



- Upload via EasyBill® Online, our secure billing website, at www.allstatebenefits.com/easybillonline
We can also accept files via FTP. Contact your Billing Team for more information.
- We accept Excel files, comma-delimited text (CSV) and ASCII text formats.
- All files must contain Employee Identifier, Employee Name, Product, and Deduction Amount.

2 Remit your payment



- You can pay via our EasyBill® Online website, ACH or wire, or you can send a check to one of the addresses below. For ACH and wire information, contact your Billing Team.

General Mailbox for Payments	Overnight / Expedited Shipping Address
Allstate Benefits P.O. Box 650514 Dallas, TX 75265-0514	BancTec BPO Wholesale Processing Center 2701 E. Grauwylar Road, Bldg. 1 Irving, TX 75061

Need support? Email EasyBill Online at: ABBillingInquiry@allstate.com