

# **GS ADMINISTRATORS, INC. MONTHLY BILLING STATEMENT REMITTANCE INSTRUCTIONS**

## **General Overview**

- To keep your account in good standing, it is important that you reconcile your account activity to the monthly billing statements we provide. When you have completed this process, you should notify us (see below) of all issues or disputes so that appropriate adjustments/corrections can be made to your next billing statement.
- While contract copies and other ancillary information or reports (perhaps provided by your general agent) may be helpful in managing your account activity, your monthly billing statement is the only official document you should consider when reconciling contracts, verifying payments or adjustments, and/or determining your balance due.
- Payments and contracts submitted for data entry should be sent to separate addresses. Please note the appropriate addresses for each below.

## **Payment Procedure**

- To avoid time consuming and costly reconciliations for all parties concerned, it is recommended that you **remit the entire balance due as indicated on your monthly statement**. Be assured that adjustments/corrections will be processed expeditiously and in most cases will appear on your next billing statement. The adjustment/correction process occurs once we receive a detailed recap of your issues or disputes. Please attach this information to your remittance if you have not previously communicated this information to us.

## **Where To Mail Payments**

- Please note that each type of statement has a different remittance address. Due to insurance regulations, you should send a separate check for each product statement. Receipts are handled by bank lockbox departments and to ensure proper posting of your payment, you should always enclose the "Remittance Advice" (last page) portion of your monthly billing statement with your check.

Remittance addresses for **PAYMENTS ONLY** are:

GS Administrators, Inc.  
P.O. Box 301194  
Dallas, TX 75303-1194

## **CONTRACT PROCESSING**

**Mail ALL contracts separately for processing to:**

GS Administrators, Inc.  
P.O. Box 301102 Dallas,  
TX 75303