



People First Service Career • P.O. Box 6830 • Tallahassee, FL 32314 • Tel:866-663-4735 • Fax:800-422-3128 • TTY:866-221-0268

People First ID <<People First User ID>>

<<Date>>

<<Employee Name>>

<<Employee Address Line 1>>

<<Employee Address Line 2>>

Dear <Employee Name>:

Please disregard this notice if you have already sent in your payment or your payment has already been deducted from your payroll.

We reviewed your insurance premium payment history for the current and previous 24 months and determined that you have a balance due on one or more of your State Group Insurance plans. **The total amount due is <<\$ amount>>.**

Please make your check or money order payable to the Division of State Group Insurance. Write your People First ID on your payment and send it via regular mail to:

People First Service Center
PO Box 863477
Orlando, FL 32886-3477

Once we receive your payment, we will apply to the outstanding balance.

IMPORTANT NOTE: Starting April 1, 2018, any remaining balances will be automatically deducted from your payroll—up to \$180 per payroll for employees paid biweekly and up to \$360 per payroll for employees paid monthly.

For specific information about your balance, please log into People First. Select Health & Insurance > Benefits Premium History > Two Years of Under/Over History View.

Thank you for your prompt attention to this matter. Please call us if you have any questions or concerns at 866-663-4735 or TTY 866-221-0268, Monday through Friday, from 8 a.m. to 6 p.m. Eastern time.

Sincerely,
People First Service Center