



## **IMPORTANT CHANGES**

### **RETIREE & COBRA PAYMENT OPTIONS**

The District is transitioning to a new software system that will result in changes to retiree & Cobra insurance payment options **effective January 1, 2020.**

#### **PAYMENT OPTIONS**

There are four methods to pay your benefit premiums by:

##### **Paper Check or Money Order**

Payments should be made payable to the Cucamonga Valley Water District. Write “Retiree Insurance” on the check or money order. Mail Payment to Cucamonga Valley Water District, 10440 Ashford Street P.O. Box 638, Rancho Cucamonga CA, 91730.

##### **Credit Card**

Payments can be made at the District Office (Customer Service Counter)

##### **PayPal**

Payments can now be made through the PayPal mobile app to [cvwd.retiree@cvwdwater.com](mailto:cvwd.retiree@cvwdwater.com)

##### **Bank Bill-Pay**

Payments can be sent by your bank via paper check. See your bank for details.

#### **PAYMENTS CAN BE MADE MONTHLY, QUARTERLY, OR ANNUALLY.**

**Monthly Payments-** must be made within the month.

**Example:** March- Payments should occur within the timeframe of March 1-30.

**Quarterly Payments-** If you wish to continue to pay quarterly, you are required to submit payments within the first month of the quarter. Please review the table.

<b>Example:</b>	<b>Months of Coverage</b>	<b>Payment Due Date Timeframe</b>
<b>First Quarter</b>	January-March	January 1-31
<b>Second Quarter</b>	April-June	April 1-30
<b>Third Quarter</b>	July-September	July 1-31
<b>Fourth Quarter</b>	October- December	October 1-31

**Yearly Payments**-must be made in January.

**Example:** 2020 Payment- Should occur within the timeframe of January 1-31.

## **Frequently Asked Questions**

### **Who do I contact for payment questions?**

Contact the Accounting Division at (909) 987-2591.

### **Who do I contact for insurance coverage, eligibility or enrollment questions?**

Contact the Human Resources Division at (909) 987-2591 or via email at [HR@cvwdwater.com](mailto:HR@cvwdwater.com)