

INSTRUCTIONS FOR FORMATTING YOUR PREMIUM DEDUCTION FILES

1. Your file must be in Excel format.
2. The Excel file can only have one tab.
3. The first three columns are required and must be:
 - **Full Social Security Number:** with or without dashes
 - **Full Name:** last name followed by a comma, a space, and then first name
 - **Deduction Amount:** a number, with or without a dollar sign
4. The fourth column is NOT required, but may provide better results for comparison. See the listing below for each type. If your file has a fourth column but the information does not match ours, that column will be ignored.

Example			
Employee SSN*	Employee Name*	Deduction Amount*	Type (Not required but helpful)
111111111	Last Name, First Name	32.40	CANCR
222-22-2222	Last Name, First Name	\$25.00	LIFE

If your payroll system cannot accommodate this format, please upload your file, and we will provide a discrepancy report in 10-15 business days.

INSTRUCTIONS FOR SUBMITTING YOUR PREMIUM DEDUCTION FILES

Premium Deduction Files can be uploaded through your [online account](#).

Get started by selecting the billing tab, click on the invoice you'd like to pay, and then upload your files.

IMPORTANT: You must upload your product, reimbursement account and annuity files separately. You cannot submit multiple tabs in a worksheet when uploading your files.

For more reliable and faster reconciliation processing, please use these type codes:

PRODUCT TYPE CODES:

ACCID = Accident Insurance
CANCR = Cancer Insurance
CRITI = Critical Illness Insurance
CRITG = Group Critical Illness Insurance
DISAB = Disability Income Insurance
SDISB = Short-Term Disability Income Insurance
LDISB = Long-Term Disability Income Insurance
ILIFE = Universal Life Insurance provided by Texas Life Insurance Company
LIFE = Life Insurance
MED = Hospital Indemnity Insurance and Hospital GAP Plan Insurance

REIMBURSEMENT TYPE CODES:

3PR = Individual Premium Reimbursement
URM = Healthcare Flexible Spending Account
DDC = Dependent Care Account
HRA = Health Reimbursement Arrangement
LPF = Limited Purpose Flexible Spending Account
EPP = Employer Paid Prescription Plan
DEBIT = Benefits Debit Card Fee

ANNUITY TYPE CODES:

403(b) = 403(b)
457(b) = 457(b)

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American Fidelity Assurance Company