



ReliaStar Life
Reconciliation and Payment Work Instructions
(BEN-W006)

Clarksville-Montgomery County School System

1.0 WORK INSTRUCTION:

- 1.1 The monthly ReliaStar bill is received by mail and filed in the insurance folder.
- 1.2 Checks are automatically generated with each payroll run for Reliastar Life. After four payrolls have run (one teacher, 2 support staff, and one administrator), the deduction registers are compared to the billed amount for accuracy.
- 1.3 Benefits staff mails cover sheet and checks to ReliaStar Life and retains a copy of the statement and checks, notes the date the statement and payment were sent to the insurance company, and places in files.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

2.0 ASSOCIATED DOCUMENTS:

3.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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4.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
		Initial Release

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