



# PAYMENT OPTIONS FOR CGHC MEMBERS

## ELECTRONIC PAYMENT

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Go to [CommonGroundHealthcare.org](https://CommonGroundHealthcare.org) and click the “Pay My Premium” button, then select “Pay Individual Premium.” There, you can register to pay using your checking or savings account, or your bank card. You also have the option to set up a recurring payment to avoid the hassle of remembering to make a payment every month. All recurring payments are scheduled for the 25th of each month, which is the due date for the following months coverage. For example, payments for June coverage are due by May 25th.

## CHECK

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Mail a check, cashier’s check or money order with the remittance stub from the bottom of your invoice to our lockbox at the following address:

**Common Ground Healthcare Cooperative**  
**Box 78553**  
**Milwaukee, WI 53278-8553**

If you are missing your payment stub, please be sure your member ID number is on your check or money order to ensure your payment is properly credited.

## ELECTRONIC FUNDS TRANSFER FORM

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Set up recurring payments from a personal checking or savings account by completing the ACH/EFT form found at [CommonGroundHealthcare.org](https://CommonGroundHealthcare.org). Click the “Pay My Premium” button on our website. The form is in the “Forms” section of the page. Once you download the form, you can mail it to us at: CGHC Enrollment & Billing Department, 120 Bishops Way, Suite 150, Brookfield, WI 53005. Withdrawals will occur on the 25th of the month or the next business day. New forms received after the 15th of the month will begin the following month.

Be aware that if you are making a recurring or one-time monthly payment that directly debits the funds from your checking or savings account, your payment will take up to **six business days** to process before it will be submitted. Please take this into consideration when making your payment so that it is submitted by the premium due date.

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**All options are available to you regardless of how you purchase your insurance;** either through the federal Marketplace (Healthcare.gov) or off the Marketplace directly or through a broker. After you make your first premium payment, you can change your payment method at any time if you choose, and you will always receive a monthly invoice showing the amount you owe.

**BE SURE TO INCLUDE YOUR MEMBER ID NUMBER WITH ANY OF THESE PAYMENT OPTIONS TO ENSURE YOUR PAYMENT IS PROPERLY CREDITED. WE CANNOT ACCEPT PAYMENTS BY PHONE.**