



**The City of**  
**OKLAHOMA CITY**

Human Resources Department  
Employee Benefits

Date

Person Number  
First Name Last Name  
Address C  
City, St Zip

Dear First Name Last Name

The Oklahoma Police Pension Retirement System (OPPRS) has provided the City and retirees notification that beginning January 1, 2024, deductions for premiums for insurance will cease and no longer be taken from your pension check. These premiums covered your medical, dental, vision and/or life insurance.

To continue your coverage for 2024, you must establish an alternative arrangement to pay for your insurance plan elections.

Enclosed you will find an ACH authorization form to complete and return to the City. This allows the City to draft the premiums due either on the 5<sup>th</sup> or 15<sup>th</sup> day of each month. The ACH authorization form must be completed and returned no later than December 1<sup>st</sup> to take effect for January 2024. The pension check you receive at the end of December will cover December 2023 premiums due. The new monthly invoices will be generated on or around the 20<sup>th</sup> of each month payable for the following month. As an example, the invoice you receive in December will be payable to your January premium due.

The City has partnered with the Retired Police Officers Association to offer a special on-site enrollment opportunity for Police retirees at the FOP Lodge, 1624 S Agnew Ave, Oklahoma City, OK 73108.

Benefit staff will be on-site to assist with any questions or completion of the ACH form:

- Tuesday, October 24 from 9:00 am to 4:00 pm
- Wednesday, October 25 from 9:00 am to 4:00 pm
- Thursday, October 26 from 1:00 pm to 7:00 pm

If you are unable to attend this opportunity, our general retiree on-site enrollment will be Monday, November 6<sup>th</sup> through Wednesday, November 8<sup>th</sup> from 9:00 am to 4:00 pm at the Central Maintenance Facility, 3738 SW 15<sup>th</sup> St., Building #3, Oklahoma City, OK 73108.

**Completed forms and elections can also be mailed or emailed to the following:**

**City of Oklahoma City  
Employee Benefits Division  
420 W Main, Ste 110  
Oklahoma City, OK 73102  
[eb@okc.gov](mailto:eb@okc.gov)**

### **FAQs**

- Why am I receiving this notice?  
The Oklahoma Police Pension Retirement System (OPPRS) will no longer deduct insurance premiums from your pension check beginning January 1, 2024. You **must** establish a direct billing with the City of Oklahoma City to maintain your insurance coverage.
- What action do I need to take?  
Complete the enclosed ACH authorization and return to City of Oklahoma City Employee Benefits by December 1, 2023.
- What is ACH?  
ACH is an electronic fund transfer made between banks and credit unions. This allows the City of Oklahoma City to automatically deduct your insurance premiums each month from either your checking or savings account.
- Why is ACH only offered on the 5<sup>th</sup> and 15<sup>th</sup>?  
The City of Oklahoma City offers two options to have amounts automatically deducted from a retiree's checking or savings account. This allows flexibility for the retiree to choose the best option while still meeting the financial requirement between the City and its vendors to submit payments within contractual timeframe.
- Will I receive a monthly invoice?  
You will still receive a monthly invoice on or around the 20<sup>th</sup> of each month which will indicate the amount to be deducted from your checking or savings account on either the 5<sup>th</sup> or 15<sup>th</sup> of the following month.
- I do not have a bank account to utilize ACH, what other options do I have?  
If you choose not to have your deductions automatically transferred from your account each month, you can mail a check to cover your insurance premiums. Please contact Employee Benefits at 405.297.2144 or by email at [eb@okc.gov](mailto:eb@okc.gov) to discuss this option and set up a direct bill.



The City of  
**OKLAHOMA CITY**

Human Resources Department  
Employee Benefits

**ACH DEBIT AUTHORIZATION FORM**

**POLICE PENSION CONVERSION – EFFECTIVE JANUARY 2024**

The ACH Debit Authorization is your consent to draft the sum of your monthly premiums for Major Medical, Dental, Vision and/or Life premiums from your checking/savings account each month on the date you have selected. Draft or cancellation will be effective the month following Employee Benefit's receipt of the signed form.

I choose to: (check one)

**New Monthly**  
Draft Authorization

**Update Bank**  
Account Information

**Cancel Monthly**  
Bank Draft

Monthly Draft Date: (check one)

5<sup>th</sup> Day

15<sup>th</sup> Day

**Employee Benefits will require the completion of  
a new authorization when changing or stopping a draft.**

**Account Information:**      Please include a voided check or bank letter

**Name on Account:** \_\_\_\_\_

**Financial Institution:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Account Type (check one)**

**Checking**

**Savings**

**Routing Number:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

I hereby authorize The City of Oklahoma City to charge my financial account for the dollar amount described on the current month Benefits billing invoice on the day of the month selected above and to make that deduction payable to The City of Oklahoma City: Post-Employment Benefits Trust. In making this authorization, I agree to all the terms and conditions of this authorization.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_