


Understanding Your Administrative Fee Invoice

This article explains the different sections of your administrative fee invoice.

Watch [this video](#) to learn more. 

Top portion

The top portion of your invoice provides a general overview, including the amount due, due date, and available payment methods.

	ACH Information Bell Bank 3100 13th Ave Fargo, ND 58103 E-Mail Remittance to: accounting@discoverybenefits.com	Account Name: WEX Health, Inc. Routing Number: 091310521 Account Number: 6016232	Invoice Remitting by Check: P.O. Box 9528 Fargo, ND 58106-9528 1-877-765-8810
Bill To Sample Group, Inc. Anytown, USA	Invoice Number 0001315589-IN	Invoice Date 2/28/2021	Customer ID SAMPLE
	Payment Terms Net 30	Due Date 3/30/2021	
	Amount Due \$3.00	Amount Paid	

*IF REMITTING BY CHECK PLEASE RETURN THE TOP PORTION WITH YOUR PAYMENT

- Bill To: Billing address on file
Note: If you need to update this address, see [How to update your company information](#) for instructions.
- Invoice Number: Unique number assigned to invoice
Note: This number will be different for each monthly invoice.
- Invoice Date: Last day of month billed
- Customer ID: Unique identification number for your company in our system

- **Payment Terms:** Payment method selected by your company
 - **Note:** Your payment method will be Net 30 by default. To update your payment method to ACH, please complete and return the [ACH Authorization Form](#) (See [How to complete the ACH Authorization Form](#) for details).

Payment method	Details	Notes
ACH approx. 25th of month	<ul style="list-style-type: none"> - Your company pays via Automated Clearing House (ACH) deductions. - Funds are pulled from your bank account on approximately the 25th of the month. 	The ACH information at the top of the invoice is for reference only. See ACH payments for administrative fees for more information.
Net 30	<ul style="list-style-type: none"> - Your company pays via check. - Payment is due by the due date indicated on the invoice. 	See How to remit administrative fee invoice payments via check for instructions.

- **Due Date:** Date payment is due
- **Amount Due:** Total amount due for invoice period
- **Amount Paid:** Amount of your payment (if remitting by check)
Note: Include the top portion of the invoice with your check.

Bottom portion

The bottom portion of your invoice itemizes the products and services for which your company is being billed during the invoice period.

- **Quantity:** Number of units
 - Example: If you have 30 participants enrolled in a flexible spending account (FSA), the number of units for that line item is 30.

Scenario	Resolution
Your covered employee count for COBRA services is incorrect, and you pay via check.	Note the correct count on the invoice and adjust the amount of your payment accordingly.
Your covered employee count for COBRA services is incorrect, and you pay via Automated Clearing House (ACH).	Contact us to update the count before the funds pull from your account.
You have Reimbursement Accounts.	<p>Terminated participants appear on the invoice detail through the end of their termination run-out period.</p> <p>Retroactive terminations will be included in the invoice.</p>

- Item: Internal system code for product or service
- Description: Brief description of product or service
Note: Additional details are included in the document titled Administrative Invoice Fee Descriptions.
- Price: Dollar amount billed to your company per unit for product or service
- Amount: Total amount due for each product or service
Note: The amount is calculated by multiplying the quantity of the item by the price.
- Total Invoice Amount: Total amount due for all products and services included on invoice
- Sales Tax: Applicable state sales tax applied
- Payment/Credit Memo Applied: Any pre-payments or credits applied to invoice
Note: This amount is deducted from the total invoice amount. Your company is

responsible for paying the amount listed in the Total Due field.

- Total Due: Final amount due for invoice period
Note: This amount matches the Amount Due field in the top portion of your invoice.

Footer

The following notes can be found under the itemized portion of your invoice.

- Note to Reimbursement Account Clients: Explains calculation of charges for total number of benefits participants
- Notice to COBRA Clients: Explains definition of covered employees under COBRA regulations

