

CHANGE METHOD OF PAYMENT

Introduction	This section describes how an authorized user can submit a request to change the method of payment on an Employer account. An eligible Employer can elect to change the payment method from reimbursable to contributory or from contributory to reimbursable. In order to be eligible the Employer must be a private non-profit Employer or a Governmental entity. If a private non-profit Employer is requesting that the status be changed to reimbursable, the Employer's 501(c)(3) Federal Exemption Letter must be received and/or be on file for the change to take effect. Governmental employees do not need to provide the 501(c)(3) letter to change their status to reimbursable. If your request is to change from reimbursable to contributory status, no documentation is required.
Helpful Hints	<ul style="list-style-type: none">• A payment method can be elected only when (1) the annual election window for requesting change of payment method is open for the Employer or (2) Employer is registering for the first time and indicates 501(c)(3) status or is a governmental Employer.• The annual election window is from:<ul style="list-style-type: none">• September 1 to December 1 for private non-profit Employers;• September 1 to December 31 for governmental Employers.• When a change in the method of payment is requested by eligible Employers during the annual re-election window, the new payment method will take effect on January 1 of the next year.• If an Employer indicates 501(c)(3) status during registration, then they will be initially assigned contributory status. If the 501(c)(3) exemption letter is received within a period of 30 days from registration, the status will be changed to reimbursable, effective from their subjectivity date.

Changing the Method of Payment

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Change Method of Payment** link.

NOTE: The link for **Change Method of Payment** only appears during the *annual election window*. This is the window during which Employers are allowed to change their method of payment:

Private non-profit Employers: September 1 through December 1.

Governmental Employers: September 1 through December 31.

3. The **Change Method of Payment** page appears. Enter the requested information. Click **Submit**.

Employer Information	
Employer Account Number:	████████
Employer Name:	████████
Change Method of Payment	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Business Title:	<input type="text"/> *
Telephone Number:	<input type="text"/> ext: <input type="text"/> *
Effective Date of Change:	1/1/2012 * (mm/dd/yyyy)
Notes:	<input type="text"/> *
<input type="button" value="Submit"/>	

4. The **Payment Method Maintenance** page appears, confirming the update to the payment method.

Employer Information	
Employer Account Number:	████████
Employer Name:	████████
Payment Method Maintenance	
Payment Method:	Contributory
Effective Date:	1/1/2012
First Name:	████████
Last Name:	████████
Business Title:	████████
Telephone Number:	████████
Notes:	
The employer's payment method has been updated.	

NOTE: If Employer payment method is currently contributory, the system will change the payment method to reimbursable on the effective date, provided the federal exemption letter 501(c)(3) letter is received by DUA within a period of 30 days. If the Employer payment method is currently reimbursable, the system will change the payment method to contributory on the effective date.

Rescinding the Method of Payment

If you wish to rescind your election, you can do so before the annual election window closes.

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Change Method of Payment** link.

3. The **Payment Method Maintenance** page appears. Put a check in the **Rescind Election** box, add Notes, and click **Submit**.

Employer Information	
Employer Account Number:	██████████
Employer Name:	██████████
Payment Method Maintenance	
Payment Method:	Contributory
Effective Date:	1/1/2012
First Name:	██████████
Last Name:	██████████
Business Title:	acct
Telephone Number:	██████████
Rescind Election:	<input type="checkbox"/> *
Notes:	<input type="text"/> *

Submit

4. The **Payment Method Maintenance** page redisplay with the old payment method.

Employer Information	
Employer Account Number:	██████████
Employer Name:	██████████
Payment Method Maintenance	
Payment Method:	Reimbursable
Effective Date:	1/1/2012
First Name:	██████████
Last Name:	██████████
Business Title:	acct
Telephone Number:	██████████
Rescind Election:	Yes
Notes:	test