



Late or Non-Payment of Benefits Funds Policy

Policy Title: Late or Non-Payment of Benefits Funds	Approval Date: December 17, 2010
Policy Type: Program Policies	Last Date Revised:

The purpose of this policy is to determine:

- When a late fee is charged,
- The amount of the late fee,
- Service charges,
- Deadlines for submission, and;
- Notification to the AOM.

Late Fee Charged

The late fee is charged for every month the invoice and/or payment is not remitted to the AOM Benefits Trust (AOMBT) by the submission deadline.

Submission Deadlines

Practices must submit:

- By the 5th of each month, the practice must upload the invoice to the Morneau Schepell website.
- By the 15th of the month each practice must have payment for the previous month's invoice available to the Trust.
 - Where the 15th falls on a non-workday (weekend or statutory holiday), the deadline date is the first workday following the 15th.

Late fee amount

For every month an invoice or payment is not submitted to the AOMBT, a late fee of \$100 will be charged.

Payment of Submitted Invoice

Practices can remit payment for the submitted invoice to the AOMBT:

- by enrolling in a pre-payment plan and the Trust withdraws benefits funding via EFT (electronic funds transfer) on the 15th of each month, or
- By sending a valid cheque, which must be received by the AOMBT by the 15th of each month.

NSF Fees

Any EFT or cheque which is returned to the AOMBT by the bank as non-sufficient funds (NSF) is considered a non-payment of fees. In addition, the service charge that is charged by the AOMBT's financial institution, when a payment (cheque or pre-authorized payment) to the AOMBT is determined by the bank to be NSF, will be charged back to the practice.

Waiving Late Fees

Late fees will be waived once/year in the following circumstances:

- When the practice has not been subject to a late fee in the calendar year.
- When a practice does not receive payment for an invoice until after the *Late Date*, from the TPA provided that:
 - On or before the submission deadline the practice notifies the Benefits Trust in writing (e-mail or fax) of the situation, and
 - The Benefits Trust receives the payment, or authorization take the payment via EFT within 7 days of the practice receiving the payment, and;
 - The practice provides documentation of the situation in a timely manner

For greater clarity it is understood that Late Fees are charged in all circumstances that are not specifically identified as waived, including such things as:

- Failure of a practice to make a payment on time because of the practice's cash flow situation, or
- Where a practice does not receive full or partial cash payment for an invoice because a TPA is recovering funds owed by the practice (e.g. recovery of advances or prior period surpluses).

Notification to AOM

If a practice does not submit either their payment or invoice by one month after the deadline, the Benefits Trust shall notify the AOM that all member beneficiaries in the practice have failed to maintain their good standing with the AOMBT.