



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR18-2022

To: Agency Administrators
From: Carolyn Horwich, Esq., Director of Human Resources
Subject: NEW Premium Payment Lockbox Address
Date: September 23, 2022

Effective today, there is a new address to which premium payments are to be sent. Please make sure that any employee who might be on leave is aware of this change.

Thank you.



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Ron DeSantis, Governor
Pedro Allende, Secretary

Management Advisory #22-003

DATE: Sept. 22, 2022

TO: Agency Personnel Officers and Benefits Coordinators

FROM: Ryan Stokes, Director, Division of State Group Insurance (DSGI)

A handwritten signature in blue ink that reads "Ryan Stokes".

SUBJECT: New Premium Payments Lockbox Address

The Department of Management Services is implementing a new lockbox service with Wells Fargo and the Department of Revenue. **Effective Sept. 23, 2022**, the new mailing address for members to submit **premium payments** will change to:

People First
P.O. Box 5437
Tallahassee, FL 32314-5437

Payments that are sent to the Orlando address will be forwarded to the new Tallahassee address through Dec. 31, 2022. This may result in payment delivery delays and timely posting of premium payments to member accounts.

If you have questions about this change, call the People First Service Center at 866-663-4735.