

# Payment Remittance Documentation for Fund Products and Services

## Things to Help Us – Help You

1. If you opt to include your internal file reference number on the check, please ensure that it matches the file reference number on the Fund invoice. Your file reference number may apply to a branch product invoice, an ATIDS invoice and a policy invoice; therefore, it will be difficult for our staff to discern where to apply the payment.
2. Please ensure that the check is correctly filled out and signed to avoid any delays in application of payment
3. When sending in a check for payment, please include the remittance information. It is important to note that providing your member number on the check is not sufficient information for proper application of payment.

