



The University of Vermont

## **Payment Options**

Below are the options for making retiree and other insurance bill payments. All payments must include your **Student ID or "95" number** to be credited to your account. If you don't know your "95" ID#, please contact Human Resource Services. For any questions regarding your insurance billing, please contact us at hrsinfo@uvm.edu or call 802-656-3150. ***Payment is due prior to the month of service (i.e. your insurance payment for May is due prior to April 30th).***

**Payment Option One - Online Payment (pay by electronic check from your bank account):** Electronic Check (ACH) is a popular payment option allowing immediate payment from a U.S. checking or basic savings account.

To set this up please follow the bellow steps:

1. Proceed to the Student Financial Services (SFS) website <https://www.uvm.edu/studentfinancialservices>
2. In the bottom right corner of the SFS website, you will see a list of Popular Pages. Please click Online Payments

### POPULAR PAGES:

- [1098-T](#)
- [Direct Deposit Set Up & Refund Policy](#)
- [Online Payments](#)
- [Proxy Access](#)
- [Summer U Financial Aid](#)
- [UVM's Net Price Calculator](#)

CONTACT US



### **HUMAN RESOURCE SERVICES**

85 South Prospect Street, Burlington, VT 05405  
802.656.3150 • fax 802.656.3476  
HRSInfo@uvm.edu • www.uvm.edu/hrs

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3. Once on the Online Payments page click Guest Payer Login – this is the only login option for an individual making insurance bill payments. When paying through this portal, you will see instructions on the webpages that may not be relevant to you – please ignore them and proceed as instructed in this document.

**Student Login:** links student to myUVM to access their student records, view billing and financial aid information, and make electronic payments.

**Proxy Access Login:** use this link if your student has set you up with account and billing or financial aid access as a Proxy. (If you cannot remember your PIN, please use the 'Forgot PIN' button from the login page, or contact your student to have them reset your PIN).

**Guest Payer Login:** use this link if you wish to make a payment on a student account but have not been set up as a Proxy by the student. If you are helping to support the student, please have the student set you up with Proxy access. The student is the only one who can set up an individual as a Proxy.

4. Once on the Guest Login page you will need to enter your first name, last name and your “student ID”. Your Student ID is your nine-digit 95 number (please contact HRS should you need this number).

Student ID Number:	<input type="text"/> (e.g.: 123456789)
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
<input type="button" value="Click here to proceed with payment process as a guest payer."/> <input type="button" value="Cancel"/>	

5. Click “click here to proceed with payment...” the next page will state “Thank you we have validated student (your name)” and

[Please click here to connect to QuikPay.](#)

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6. Click to connect to QuikPay – once on the QuikPay page, you will need to enter the payment amount and payment method (please ignore the grant, loans, payment plan and other fields).

### Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Required fields are marked with an \*

#### Payment Amount

Account*:	Third Party Payment
Grants/Scholarships:	<input type="text"/>
Loans:	<input type="text"/>
Monthly Payment Plan:	<input type="text"/>
Other:	<input type="text"/>
Payment Amount*:	<input type="text"/>
Total Amount:	0.00
Payment Method*:	Select One... ▼

Please use the drop down to select your payment method – eCheck (no fees) or Credit Card (a service fee of 2.75% of the payment is required by UVM’s payment processing vendor for all credit card payments)

7. Please continue to enter the remaining requested information through this portal depending on your payment selection.

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**Payment Option Two – Mailing a check:** Personal, cashier, certified, money orders, or traveler's checks (made payable to UVM with your student ID or 95 number included in the memo) may be mailed (first-class is preferred) to:

**UVM  
P.O. Box 1306  
Williston, VT 05495**

**Payment Option Three – Bill pay from bank:** Some banks may allow you to set up a recurring payment where they would send a check, on your behalf, to UVM in the amount you set up to pay your insurance on a certain date every month. Other banks may require you to sign in each month to tell them to pay your bill. *Please keep in mind, this is not the same as option one.* There is processing time on the bank's side that should be taken into consideration when choosing the payment date. Not all banks allow for this type of payment for free, so check with your individual bank to find out.

What you need to provide your bank:

1. Payee Name: University of Vermont
2. Mailing Address: UVM, P.O. Box 1306, Williston, VT 05495
3. Student ID #: This is a nine-digit number that begins with "95".
  - a. This ID# needs to be indicated on all payments in order for it to be credited to your account.
4. The date you want the bill paid each month.

**International payments:** International payments may be made through Flywire by visiting: <https://www.flywire.com/pay/uvm> You will need to set up an account.

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