

## ***The EBD Update – Monday, January 7, 2008***

A publication by The Employee Benefits Division

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**\*\* State Edition \*\***

### **Billing Clarification**

*A few months ago, we included a section in The EBD Update regarding premium payments and other information due to EBD by the first of every month. This is not a change of policy, just a restatement to clarify the requirement for timely submission of your information.*

In order for the billing information to not be considered late, it must be received by EBD **before** the 1<sup>st</sup> of the month.

Billing information that is received by EBD **on or after** the 1<sup>st</sup> will be considered "Late". The only exception being when the billing information was postmarked on or before the 25<sup>th</sup>.

If you have any questions about the timeliness of your billing information, please contact your EBD Accounting Representative, Laurie at 501-683-0586 or Valencia at 501-683-0195.

### **Employee Discount Program**

Office Depot now offers their Employee Purchase Program to all State of Arkansas Government Employees. This offer will provide a 10% discount on your personal purchases at Office Depot.

Click the following link for additional information:

[https://arbenefits.org/ebd\\_pages/forms/flyerOffice%20Depot%20Employee%20Purchasing%20Program%2012-2007.pdf](https://arbenefits.org/ebd_pages/forms/flyerOffice%20Depot%20Employee%20Purchasing%20Program%2012-2007.pdf)

Click the following link to sign up for your Store Purchasing Card:

[http://odams.officedepot.com/account\\_apps/mtspc/registration.php?act=46747205](http://odams.officedepot.com/account_apps/mtspc/registration.php?act=46747205)

*Please keep in mind that this is a voluntary offer and questions, comments, and concerns should be directed to Office Depot for assistance.*

Jason Lee, CFCI  
Communications Manager  
Employee Benefits Division  
501 Woodlane St., Suite 500  
Little Rock, AR 72201

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