Retiree Billing through P&A Group

- Invoices will be mailed on the 15th of each month
- Payment is due on the first of each month
- Bank drafts will occur on the 4th of each month
- P&A should be contacted of any changes to banking information prior to the draft on the 4th

You can visit www.padmin.com to set up your account after you receive your first invoice. P&A customer service is available by phone Monday–Friday, 7:30AM–9:00 PM CT at (800) 688-2611 and live chat is available during the same hours on the P&A website by clicking the “Online Chat” tab at the top of the page through “Contact Us”.

P&A offers multiple payment options:

- **Secure Online Payment** – To make a one-time bank payment or set-up recurring monthly payments using your checking or savings account; create an account on our website www.padmin.com
- **IVR (Integrated Voice Response)** – To make a one-time payment or set-up recurring monthly payments; call P&A at (800) 688-2611 to make a payment over the phone.
- **ACH Payment** – To setup an automatic debit from your checking or savings account, please complete the enclosed ACH authorization form and return to the P&A Group. With this option, you will need to make a payment by check for the first of the month while this process is setup. You can also authorize this process online by logging into your account at www.padmin.com
- **Check or Money Order** – Pay by check or money order and mail your payments made payable to P&A Group to the following address: Dept 652, PO Box 8000, Buffalo, NY 14267-8000. A return envelope is enclosed for your convenience.

TAMU System Billing Q&A:
https://www.tamus.edu/business/benefits-administration/frequently-asked-questions/

Additional questions?
Engineering HR
(979) 458-7699
engineeringhr@tamu.edu