



Benefit Administrators, Inc.

1250 Tower Lane • Erie, PA 16505-2533
Phone: (814) 454-0167 • Fax: (814) 459-2250

July 11, 2018

Erie County Vo-Tech
Ms. Terri Birchard
8500 Oliver Road
Erie, PA 16509

Dear Ms. Terri Birchard ,

As you are aware, our office administers a checking account on your behalf, for payment of your employee's Dental and/or Vision Claims and/or Flexible Spending Reimbursements. Currently, the signor on the account is Dolores Myrick, our Operations Manager. Due to her retirement this month, we are in need to change the signor on your account(s).

We are requesting that you please contact your bank to request new signature cards be issued. We are requesting Dolores be removed from the account and the following individuals to be added as signors as soon as possible:

Christina L. Claxton, BAI Manager
Pamela M. Snyder, Vice President
Joseph J. Kelly, Executive Vice President

Please have the signature cards sent to:

Benefit Administrators, Inc.
Attn: Cindy Kolivoski
1250 Tower Lane
Erie, PA 16505

If you have any questions regarding this process, please contact Cindy Kolivoski at 814-454-0167, ext. 6618 or by email at cindy.kolivoski@hubinternational.com.

Sincerely,
BENEFIT ADMINISTRATORS, INC.

Christina L. Claxton

Dental, Short Term Disability and Vision Claims Administration,
Flexible Spending Plans and Medical Expense Reimbursement Plans
www.hbkwnet