



Send original paperwork To:  
 7000 Ave B  
 Santa Fe, TX 77510  
 Office 409/944-4460 Fax # 409/927-4308

## CONTRACTED SERVICES BILLING

### Due Dates

Original Billing Data Form Dates      Original due into the office by:      Date Payments are mailed

September 1-15, 2014	Thursday, September 18, 2014	09/30/2014
September 16-30, 2014	Friday, October 3, 2014	10/15/2014
October 1-15, 2014	Friday, October 17, 2014	10/31/14
October 16-31, 2014	Wednesday, November 5, 2014	11/15/14
November 1-15, 2014	Tuesday, November 18, 2014	11/30/14
November 16-30, 2014	Friday, December 5, 2014	12/15/14
December 1-15, 2014	Thursday, December 18, 2014	12/31/14
December 16-31, 2014	Monday, January 5, 2015	01/15/15
January 1-15, 2015	Friday, January 16, 2015	01/31/15
January 16-31, 2015	Thursday, February 5, 2015	02/15/15
February 1-15, 2015	Wednesday, February 18, 2015	02/28/15
February 16-28, 2015	Thursday, March 5, 2015	03/15/15
March 1-15, 2015	Wednesday, March 18, 2015	03/31/15
March 16-31, 2015	Friday, April 3, 2015	04/15/15
April 1-15, 2015	Friday, April 17, 2015	04/30/15
April 16-30, 2015	Tuesday, May 5, 2015	05/15/15
May 1-15, 2015	Friday, May 15, 2015	05/31/15
May 16-31, 2015	Friday, June 5, 2015	06/15/15
June 1-15, 2015	Thursday, June 18, 2015	06/30/15
June 16-30, 2015	Friday, July 3, 2015	07/15/15
July 1-15, 2015	Friday, July 17, 2015	07/31/15
July 16-31, 2015	Wednesday, August 5, 2015	08/15/15
August 1-15, 2015	Monday, August 18, 2015	08/31/15
August 16-31,2015	Friday, September 4,2015	09/15/15

### \*\*\*Please Note\*\*\*\*\*

**Your billing due dates may vary, depending on the day of the week it falls on. It may not always be the 5<sup>th</sup> or the 18<sup>th</sup>, so watch the dates above. We have our required dates that we must have billing processed and delivered to our Finance Dept. which has relocated to League City, in order for our Providers to be sent checks by the 1<sup>st</sup> and 15<sup>th</sup>. (Finance cuts checks two times per month). Please take into consideration Holidays etc. Just remember, if you have already worked with that individual (example: 1-10<sup>th</sup> and you will not work with them from the 11-15<sup>th</sup> of that period – don't hold that note, complete it and mail it in or deliver it. If it is not during working hours, for your convenience you may drop it in our Drop Box that is located on our front door at 7000 Avenue B Santa Fe, Texas 77510.**

123 ROSENBERG, SUITE 6  
 GALVESTON, TEXAS 77550

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 FAX 409.763-5538

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