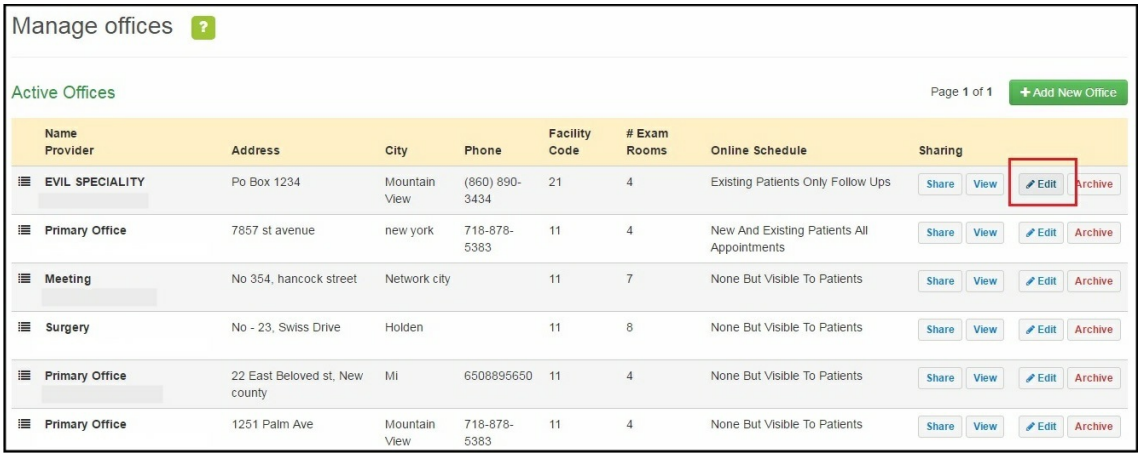
HCFA 1500 Box 33 - How Do I Use an Alternative Pay to Address

Last modified on 09/28/2026 1:38 pm EDT

If you want to add an alternative pay-to address or lockbox (P.O. Box) address in box 33 on the HCFA 1500 Form, follow the steps outlined below:

1. Hover your cursor on the **Account** tab and select **Offices**.

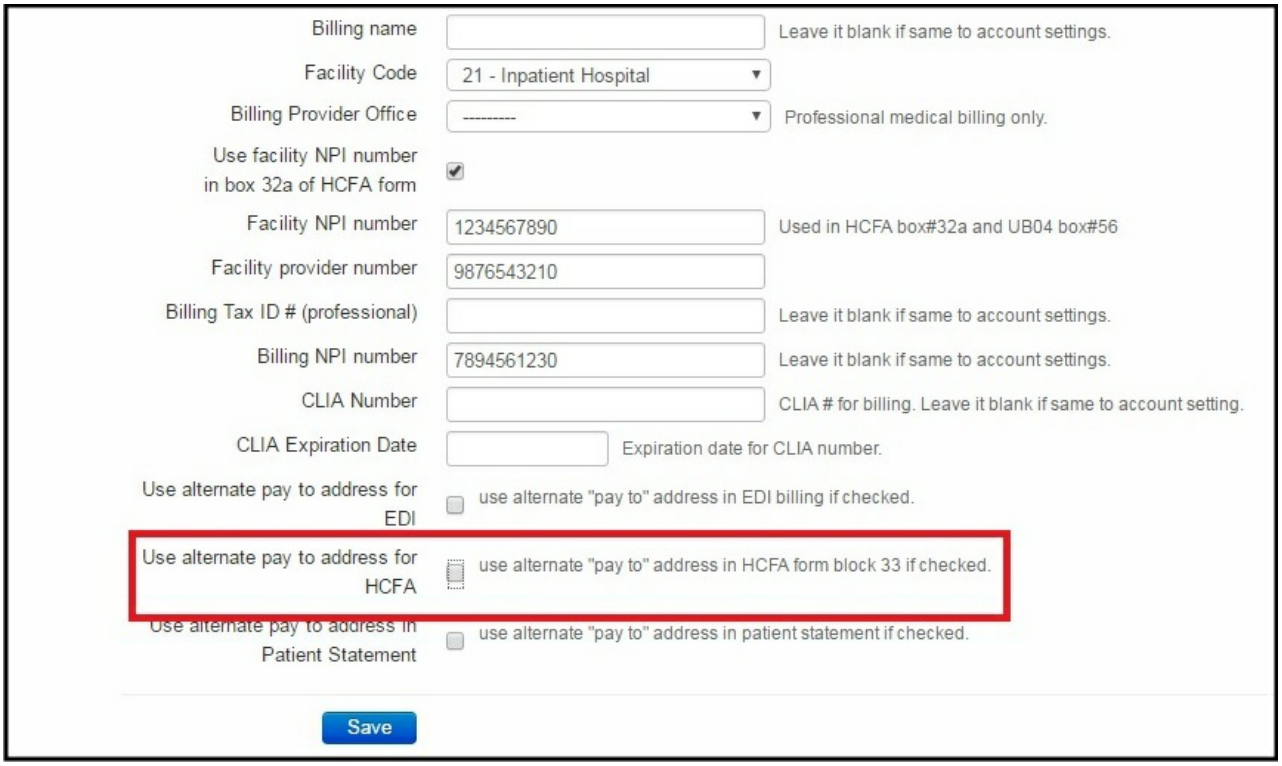
2. Click on the **Edit** button corresponding to the office for which you want to edit the address.



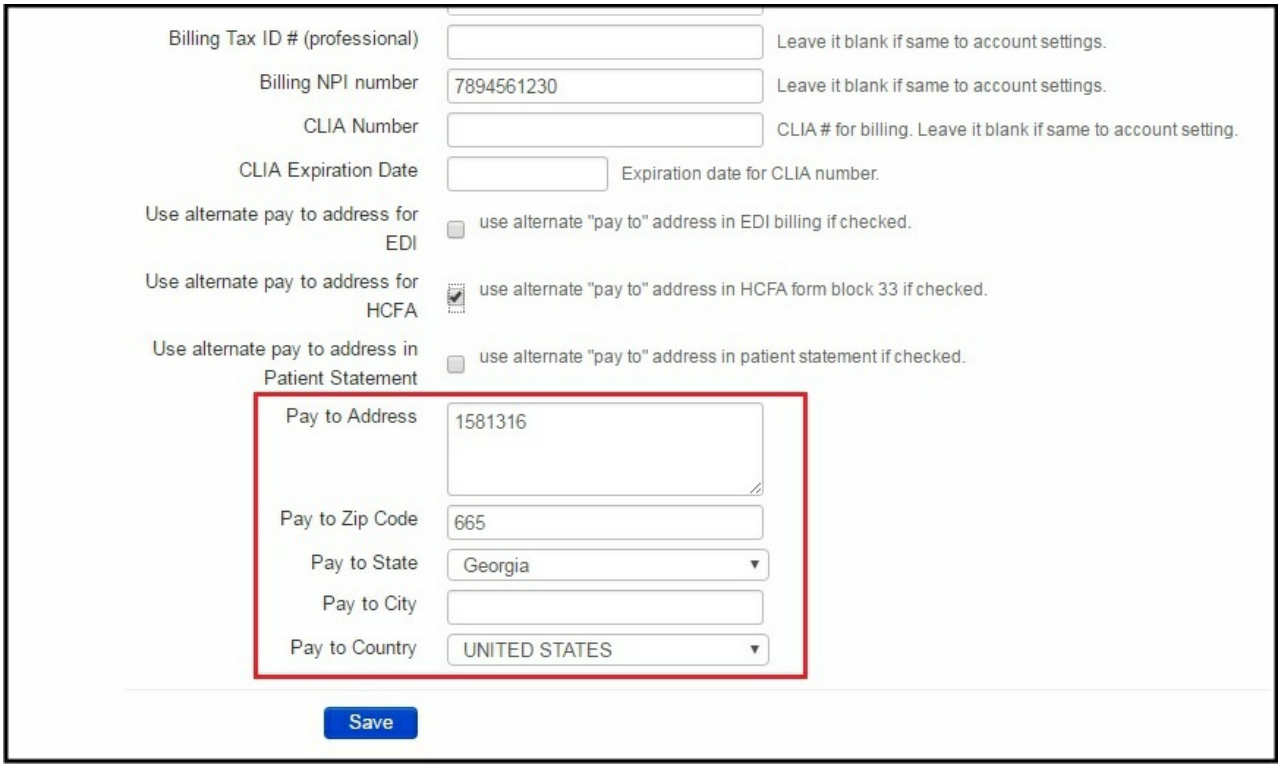
3. Click on the **Billing** tab.



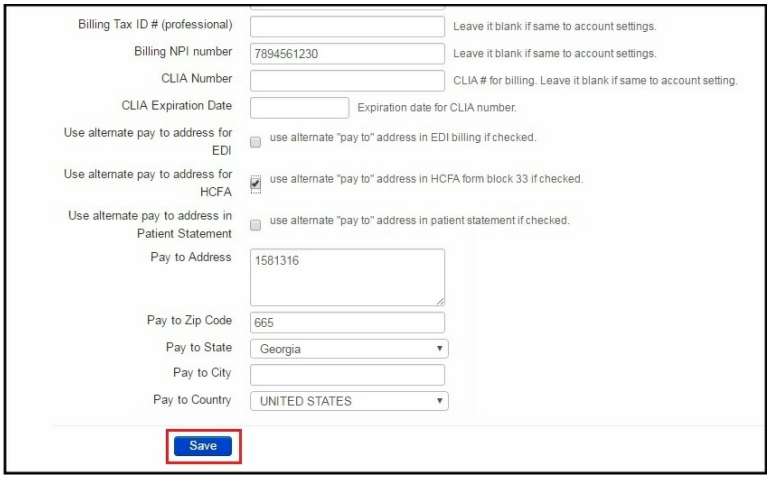
4. Scroll down and check the option **Use alternate pay to address for HCFA**.



5. Once the option is checked, the fields to enter the address will become available for you to enter the information.



6. After entering the address, click on **Save**.



The address that you entered here will appear in box 33 on the HCFA-1500 form.