



ACCOUNTING PROCEDURES

New Policies and Endorsements

All new policies and policy changes will be prepared and mailed to you for delivery and collection. Any amount due on new policies will be invoiced on the next regular billing cycle.

Renewals and New Policies

All renewals are direct billed by the company. On approximately the 10th of each month, you will receive a recap of all renewals, which were paid during the previous month, and a commission check covering them will be direct deposited in your account.

We will send a copy of all renewal declarations whenever a policy is processed. Since most policies are insured with three-year terms, you will not receive a renewal document each year.

In years when a policy is not typed and only an annual billing is sent, you will receive a copy of any renewal notices we mail, and a copy of any final non-payment notices. In both cases, you will have an adequate opportunity to contact the policyholder about the past due bill.

Feel free to call us if you have questions about our billing procedures.