



**Indiana
Insurance.**

Member of Liberty Mutual Group

Direct Bill Plan Options

- **Annual (Pre-paid)** – 100% down

The annual option allows you to combine the billing of multiple policies under a single account. Each transaction processed under the annual option is billed in full.

- **Quarterly** – 25% down and 3 equal installments billed at 90-day intervals

The down payment for the quarterly option is 25%. The balance is divided into three equal installments billed at 90-day intervals. If an installment was missed on a newly processed transaction, quarterly accounts will bill in months other than 90-day intervals. For this reason the quarterly pay plan is not recommended for high volume transaction accounts.

- **Monthly** – Two months down and 10 equal installments

The down payment for the monthly option is equal to two months of the annual premium. The balance is divided into ten equal installments billed monthly. Each policy added to the account will follow the same pay plan.

- **Ten Equal Monthly** – 10% down and 9 equal installments billed at 1-month intervals

For account premiums of \$20,000 or larger, a 10 equal monthly installment option is available. A down payment of ten percent is required with 9 subsequent equal installments billed monthly. Use of this program is not automatic and must be negotiated with your commercial lines underwriter.

Note: Under the Quarterly, Monthly and Ten Equal options, for policies that carry the "optional" Terrorism coverage, the full amount will be billed and due along with the down payment. Mandatory Terrorism coverage will spread evenly over the down payment/installments.

Service Charges

- **Revolving Charge Feature**

With our installment payment plans, an insured can elect to prepay installments. The Account Bill System will not create any service charge when there is no minimum due for that scheduled monthly installment. No invoice will generate when there is no payment due in a particular month.

- **Service Charge**

Service charges are assessed to the policy as the installments are billed, including the down payment. A policy can be paid in full at anytime during the policy term to avoid incurring future service charges. The fee for the service charge is \$6.00 per notice. No service charges are assessed on the annual payment option.

- **Late Payment Fee**

If the minimum due is not received on or before the date the payment is due as indicated on the premium notice, a notice of cancellation pending for non-payment will be issued. This notice will reflect a \$25.00 late payment fee added to the minimum due. This amount will be required to rescind the pending cancellation. **Note: Not applicable in all states.**

- **Dishonored Payment Fee**

Should a payment be returned to us as not honored by the financial institution a returned payment fee of \$25.00 will be assessed to the account at the time we charge back the returned payment to our system. **Note: Not applicable in all states.**