

CAPITOL INDEMNITY

Direct Bill Now Available for Property & Casualty and Commercial Auto Policies



PREMIUM BILLINGS

All new & renewal Capitol Indemnity policies are eligible for Direct Bill or Agency Bill on a “per policy” basis. Capitol Specialty will continue to be Agency Bill only.

- Billing types must be selected at the time of binding and cannot be changed once the policy term has started.
- Agents should clearly inform all policyholders of the responsibilities and expectations of each billing type.
- Agencies are responsible for providing to the client all policy related information such as policy declarations, endorsements, audit paperwork, and any miscellaneous correspondence.

Direct Bill audits are billed directly to the insured. Agents are expected to explain the audit endorsement procedure to the policyholder and to assist Capitol in the collection of premium. If Capitol is unable to collect the premium, the agent’s commission will be adjusted.

Capitol reserves the right to cancel a current term or non-renew a new term if the audit is deemed uncollectible.

BILLING

- We collect 20% down payment for new business only. The company will bill for all renewal premium.
- 20% down payment check must be received within 5 days of binding.
- Down payment checks should be made payable to Capitol Indemnity.
- The agent **MUST** notify us if they pay Capitol direct for the down payment by phone payment, Mastercard, Visa or Discover and provide us with the authorization # received.
- Agent or insured can call 888-541-0481 to receive assistance or to make payments over the phone.
- Must provide a policy number and a source of payment.
- Check, phone payment, Visa, MasterCard or Discover are all acceptable forms of payment.
- Due date is the same as the effective date every month until the policy is paid in full. For example, the policy is effective 08/19, so the installments would be due 9/19, 10/19 etc.
- Bills are sent 20 days prior to their due date.
- If the down payment check is not received within 20 days of binding, the policy will be issued and the insured will be billed for the down payment and the 1st installment.

RENEWAL BUSINESS & INSTALLMENT PAYMENTS

Capitol Indemnity
PO Box 673110
Milwaukee WI 53267-3110



ONE GENERAL AGENCY
P.O. Box 54017
Oklahoma City, OK 73154
Phone: 405.840.9393 | Fax: 405.840.9388
www.youroga.com

COMMISSION

For Direct Bill Property and Casualty and Commercial Auto, commission is paid on a Written Basis. This simply means the agent is paid full commission on the premium whether or not the policy has been paid.

COMMISSIONS WILL NOT BE PAID OR WILL BE TAKEN BACK UNDER THE FOLLOWING CIRCUMSTANCES

- Premium not paid in its entirety due to cancellation
- Return Premiums
- Premiums turned over to a third party for collection purposes
- Capitol may also hold a Direct Bill commission check to apply to a past due Account Current account for the same agent.

FEES

INSTALLMENT FEES

A \$5.00 (per installment) fee is charged. There are no fees associated with the initial down payment.

REINSTATEMENT FEES

A \$30.00 fee will be charged.

NSF (NON-SUFFICIENT FUNDS) FEES

A \$30.00 (per check) fee will be charged. A second NSF in any single policy term will result in automatic cancellation under normal circumstances.

PAYMENT PLANS

FLEXIBLE DIRECT BILL PLAN

In an effort to make it even easier to do business with us, Capitol is now offering flexible billing options for direct bill customers. Your insured's will have the flexibility to pay their premiums as their cash flow allows. In our current economic climate, that kind of flexibility is now more important than ever.

All direct bill policies are eligible for flexible billing. The insured is required to make a minimum 20% down payment, but the number of remaining payments are flexible.

The insured will receive a bill showing the minimum payment due. They can then choose to pay just the minimum or to pay more. They will not receive another bill until the next payment is due. There will be a \$5.00 installment fee per each installment paid, after the down payment.

It is similar to a credit card payment. Pay as you want, as long as you have paid at least the minimum amount due for that month.

Another nice feature is that if the insured's policy requires an endorsement and that endorsement results in a credit on the policyholder's account, that credit will be applied immediately. It will be applied as though the insured has paid in advance. If an endorsement is processed that creates an additional premium due, it will be spread out over the remaining balance due.



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PAY PLAN EXCEPTIONS

SHORT TERM POLICIES

Short-term policies must be paid in full at the time of issuance. If the policy is not paid in full, the policy will be issued Agency Bill and charged to the agent's account and the agent is responsible for payment.

PREMIUM FINANCE

Direct Bill policies cannot be Premium Financed.



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