



Electronic Funds Transfer EFT Payment Plan

Union Standard Insurance Group® is pleased to offer an EFT payment option for Commercial Lines policies that is efficient, easy to understand, and with terms more attractive than traditional direct bill programs. To help us provide the highest quality customer service possible, we ask you to be aware of the following:

APPLICATION

1. The payment plan on the application(s) should be marked "EFT".
2. A 20% down payment must accompany each new business application.
3. For existing policyholders, include a payment for the current amount due. It is important the insured continues to make payments on their existing plan until notification is sent from Union Standard that they are set up for EFT.

AUTHORIZATION FORM

4. A signed Electronic Funds Transfer Authorization Agreement along with a copy of a voided, unsigned check or savings deposit ticket must accompany the application(s).
5. The insured may select any day of the month (from the 1st to the 27th) for their deduction.

GENERAL INFORMATION

6. The EFT payment option is available for new business and in-force business, as well. Policies that are in past due status must be brought current before a change to EFT pay plan is accepted.
7. Commissions are paid up front.
8. **There are no monthly service charges for using this plan!**
9. The EFT deductions are scheduled monthly until the end of the policy period. Due to banking requirements for EFT withdrawals, it takes almost 45 days to set up the first installment. To ensure the most favorable terms for your clients, it is important you contact your underwriter well in advance of the policy effective date. If not, a new business policy, submitted or issued late, could have fewer than 12 monthly installments for its first year on the plan. The amount of each installment the first year would also be greater.
10. Prior to the first deduction the insured will receive an EFT Notification from Union Standard. It will show the annual premium, deposit received, the balance due, and the number and amount of each deduction. **NOTE:** This will be the **only** notification the insured will receive. If there is a premium bearing endorsement processed during the year or direct payments applied on the account, the insured will receive a new and updated Notification from Union Standard.
11. Endorsements, both A/P and R/P, will be spread over remaining installments.
12. If we are ever advised that the monthly premium cannot be made (insufficient funds, closed account, etc), the policy will be moved to direct bill and a cancellation notice sent (**and a \$ 20 service fee assessed**). If the cancellation is subsequently rescinded, due to the long lead-time required by the banks, it is not feasible to put the policy back on EFT until its next renewal.

Please contact the Direct Bill Department at (800) 955-0325, option 7 or usigdbsupport@usic.com, if you have any questions.

Policies written through:
Acadia Insurance Company
Continental Western Insurance Company
Firemen's Insurance Company of Washington, D.C.
Union Insurance Company
Union Standard Lloyds



Electronic Funds Transfer Authorization Agreement

With EFT, your monthly premium is automatically transferred from your bank account...all you need to do is adjust your account balance each month. The withdrawal will be made on the payment due date or the following business day.

To sign up for EFT, just follow these easy steps:

1. Read and complete all items on the Authorization Form below.
2. If transfer of funds is to be made from a checking account, include a voided, unsigned check. If a savings account will be used, a deposit slip is required.
3. Down payment (new policyholders): Include a check for 20%.
4. For existing policyholders, include payment for current amount due. It is important to continue making payments under your existing plan, until you receive notification from Union Standard you are set up for EFT.
5. Indicate your preference for withdrawal date. You may select any day of the month, from the 1st to the 27th. Withdrawal will be made on the selected date or the following business day.

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Insured Name(s) _____

Agency Name _____ Policy number(s) _____

Financial Institution Name _____

Address _____

City _____ State _____ ZIP _____

Account Number _____

Withdrawal Date: _____. (Enter any day of the month between the 1st and 27th)

I authorize UNION STANDARD INSURANCE GROUP to initiate debits for premiums due against the above account. The withdrawal will be made on the date indicated or the following business day. I may withdraw this authorization by giving written notice to UNION STANDARD INSURANCE GROUP in such time and manner as to afford UNION STANDARD INSURANCE GROUP and the Bank a reasonable time to act upon the request.

CUSTOMER'S SIGNATURE DATE

BANK ACCOUNT HOLDER'S SIGNATURE (if other than customer) DATE

I HAVE ENCLOSED MY VOIDED, UNSIGNED CHECK OR SAVINGS DEPOSIT SLIP

Please send completed form & a voided, unsigned check or savings deposit slip to:

Union Standard Insurance Group
Attn: Direct Bill Department
P.O. Box 152180
Irving, TX 75015

Policies written through:
Acadia Insurance Company
Continental Western Insurance Company
Firemen's Insurance Company of Washington, D.C.
Union Insurance Company
Union Standard Lloyds