

Arizona Premium Finance Co., Inc.

PREMIUM FINANCE PROCEDURE

Please read and follow our procedures:

- ❖ How to Create the Finance Agreement
- ❖ What Money to Collect and What Draft to Write
- ❖ What to Send to Who

1. Complete Insurance Company Application.

2. Create APFC Premium Finance Agreement using our Quotes Software.

Use our **APFC Quotes Software** to create and calculate the premium finance agreement. Extensive Help is available in the program by clicking on **Help** on the top Navigation Bar.

For **Commercial Policies**, you must break down the pure premium from all Taxes and Fees. We do not finance any taxes or fees. The software will calculate the required down payment.

3. There are two options for signing the finance agreement:

(A) Electronic Signature: This procedure allows you to upload the finance agreement to us directly and you do not need to mail or fax the finance agreement. You should still have the insured sign the original finance agreement and keep it in your file.

WE STRONGLY SUGGEST YOU USE THE ELECTRONIC SIGNATURE METHOD TO SPEED UP THE PROCESSING AND SAVE YOU FROM HAVING TO MAIL US THE FINANCE AGREEMENT.

(B) Manual Signature: Have the insured sign the finance agreement and either mail or fax it to us. The broker must sign the finance agreement where indicated.

4. Collect the appropriate Down Payment from Insured.



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5. **OPTIONAL - Print an APFC Funding Draft payable to the insurance company.**
For Personal Policies the software calculates the amount of the funding draft. On Commercial Policies no funding draft is necessary, as we will fund the policy upon receipt of the policy Invoice or Declarations Page.
6. **Transmit the finance agreement to APFC from the Quotes Software.**
7. **If the Customer signed the finance agreement MANUALLY you must MAIL or FAX a copy of the signed agreement to APFC along with a copy of the Draft marked APFC Copy.**
8. **Send a copy of Premium Finance Agreement along with the APFC Funding Draft (if you issued a draft) and the Insured's Down Payment attached to the Insurance Company Application to the insurance company.** APFC will fund the amount financed to the insurance company if no draft was issued, upon receipt of the Declarations Page.
9. **Give Insured copy of Premium Finance Agreement and First Payment Coupon.**
10. **Retain a signed copy of Premium Finance Agreement and Draft for your records.**
11. **APFC, upon receipt of the Premium Finance Agreement, will mail to the Insured a letter and Coupon Book advising the insured that the premium is being financed and where and when to send payments to APFC.**
12. **Upon receipt of the Declarations Page or Invoice from the insurance Company, the Agent must fax the Declarations Page to APFC at 800-662-8854. APFC will fund the balance of the amount financed to the insurance company upon receipt of the Declarations Page.** Please review the Declarations Page to determine if there is an uprate to the quoted premium. If there is an uprate the agent must contact the insured and arrange for payment and or financing of the additional premium amount. See our Additional Premium Procedures for details.