

National Indemnity Group Direct Bill Form

Direct Bill available on admitted commercial automobile for
National Indemnity Company of the South & National Liability and Fire Insurance Company.

How to bind using the Direct Bill Program*

1. Select one of the payment options below:

| Direct Bill Options* | Billing Plan | 12 Month Policy | Down Payment ** | Billing Frequency |
|--------------------------|--------------|-----------------|-----------------|--|
| <input type="checkbox"/> | Full Pay | X | N/A | The full premium paid at the beginning of the term with no installment fee. |
| <input type="checkbox"/> | 2-Pay | X | 52% | Balance due five months from policy inception. |
| <input type="checkbox"/> | 4-Pay | X | 27% | Balance due in three equal payments: two months, five months and eight months from policy inception |
| <input type="checkbox"/> | 6-Pay | X | 20% | Balance due in five equal payments: one month, three months, five months, seven months and nine months from policy inception |
| <input type="checkbox"/> | 11-Pay | X | 20% | Balance due in ten equal payments due monthly beginning one month from policy inception |

*Not Available on accounts with premiums at policy inception equal to or greater than \$30,000.

*Not Available on Stand Alone Motor Truck Cargo, Drive Away, Garage or General Liability policies.

**Down Payment of the Original Annual Premium + State of Florida Fees.

2. Provide the email address for the Florida licensed 2-20 or 4-40 agent in your agency.

| Producing Agent's Name | FL Agent License Number | Producing Agent's Email Address |
|------------------------|-------------------------|---------------------------------|
| | | |

3. When your insured is prepared to bind coverage, submit a completed application to your underwriter at Shelly, Middlebrooks & O'Leary, Inc. along with a copy of this form.
4. Upon reviewing the application, your underwriter at Shelly, Middlebrooks & O'Leary, Inc. will approve the quote for Direct Bill.
5. The Producing Agent's email address listed above will receive an email from software@nationalindemnity.com; including: the quote number and a link to access the Direct Bill program at <https://policyservices.nationalindemnity.com/forms/login.aspx>
6. Select "**New User**" and enter the Producing Agent's email address (user name) listed above. A password will be emailed to the Producing Agent's email address from helpdesk@nationalindemnity.com.
7. The Producing Agent will login to the Direct Bill program and complete the billing information
8. **The policy will be bound effective the date and time the payment is received through the Direct Bill program online.**
9. A policy number will be provided once the payment transaction is accepted.

Notes:

Payment Methods

- Electronic Funds Transfer (EFT) payments are deducted from your checking or savings account.
- Credit Card payments
- Recurring Electronic Funds Transfer (EFT) payments are deducted automatically from the checking or savings account you specify on the billing due date; ending at policy term.

Policy Cancellation

When policy cancellation occurs due to non-payment of premium, at least 10 days written notice of cancellation shall be provided to the insured.

Service Charges

Installment Fee

Each bill (excluding the down payment) will include a \$3.00 installment fee for all types of payment methods excluding recurring EFT. No installment fee will be charged when the account uses the recurring EFT payment method.

Not Sufficient Funds (NSF)

Checks returned from the bank or any credit organization as NSF (unpaid) will result in a \$15.00 service charge.

National Indemnity Group “Manage Your Policy”

Manage Your Policy Online Access

“Manage Your Policy” provides online access for you and your insured’s to view commercial automobile policies written with National Indemnity Company of the South & National Liability and Fire Insurance Company.

Features for your Insured

- View policy summary information; *Equipment Schedule, Drivers, Coverages & Limits*
- Print policy documents including certificates and ID cards
- Real time access to current policy documents and information
- Make a payment or sign up for *Simply EFT* on Direct Bill policies with National Indemnity Group**

Features for the Producing Agent

- **Add & Print Certificates of Insurance**
- View policy summary information; *Equipment Schedule, Drivers, Coverages & Limits*
- Print policy documents including certificates and ID cards
- Make a payment or sign up for *Simply EFT* on Direct Bill policies with National Indemnity Group**

Make Bill Payments Simple with *Simply EFT*** (only available on Direct Bill with National Indemnity Group)

Simply EFT (Electronic Funds Transfer) is a convenient, secure payment option which automatically deducts your insurance premium payments from your bank account when they become due.

When

Access is available one (1) day after your policy is issued.

How

The appointed contacts will receive an email invitation with a temporary password to create an account. Once created, the contact will be able to log in to “Manage Your Policy” through the National Indemnity website; <http://www.nationalindemnity.com/ManagePolicy.aspx>

Register for “Manage Your Policy”

Producing Agents Authorization

- Producing agents will be able to access all current policies that your agency has written with National Indemnity group of insurance companies through Shelly, Middlebrooks & O’Leary, Inc.

| Producing Agent Name | Producing Agent Email Address |
|----------------------|-------------------------------|
| | |

Insured’s Authorization

- Information must be provided at the time of binding
- The insured can elect to appoint four (4) contacts with online policy access

| Insured or Contact Name <i>First name Last name</i> | Insured or Contact Email Address | Insured or Contact Phone Number | Relationship & Authorization <i>(codes below)</i> | Insured or Contact Date of Birth |
|--|----------------------------------|---------------------------------|--|----------------------------------|
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| | | | | |

Relationship: (E) Employee, (O) Officer, (OW) Owner, (R) Relative, (P) Partner, (OT) Other

Authorization: (OA) Online Access, (E) E-Signature, (PB) Primary Billing