

Partners General Agency

PO BOX 260837

Plano, TX 75026-0837

phone (866) 798-3272 fax (972) 468-6626

AGENT Electronic Withdrawal Authorization

IMPORTANT: This form must be returned to Partners General Agency before Electronic Withdrawal can be initiated. The effective date to start using the Electronic Withdrawal process for payments will be communicated to you via the phone.

Electronic Withdrawal for New Business, Installment, Endorsement and Restart Payments

Partners General Agency (PARTNERS) is hereby authorized to present electronic withdrawal items on the agency's account indicated below and the depository named below for payment of settlements due to PARTNERS by the agency. This arrangement does not affect the agency's primary obligation for payment. This authorization is to remain in effect until PARTNERS is notified in writing to the contrary. Payments received on the PARTNERS website as producer e-checks will be withdrawn from the agency's account. *NOTE: Insured checks and credit card payments should be receipted as such. Only guaranteed funds (cash, money orders, cashier's checks, etc.) should be receipted as producer e-checks.**

* PARTNERS will not refund agent if insured check or credit card payment for installment or endorsement payment is deposited to agent's account and is returned unpaid for any reason. However, if original down payment is deposited to agent's account and returned unpaid for any reason, PARTNERS will consider refunding agent IF agent follows the steps outlined in the Electronic Withdrawal Procedures and the underwriting guidelines.

Authorized Signature (as shown on Account)

Date

Bank Information

Bank Name and Branch (or Main Office) and Phone Number

Bank Address (street, city, state, zip)

Title of Bank Account

Account Number

Account Type

Agency Name

PARTNERS Producer Number

Beginning Check Number

Agency Contact Person and Telephone Number

Attach voided check here:

FOR OFFICE USE ONLY: EFFECTIVE DATE to begin Electronic Withdrawal process _____

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AGENT Electronic Withdrawal Procedures

- Agent must use the www.PartnersGA.com website to post 100% of money received in their office for down payment and installments.
- Agent must complete the AGENT Electronic Withdrawal Authorization form and fax it to the PARTNERS office, at 972-468-6626 (this form can be printed from the www.PartnersGA.com website under 'Forms/Resources.')
- Authorization does not become complete until Accounting calls and advises you the AGENT Electronic Withdrawal Authorization form has been processed.
- Only select 'Producer E-Check' payment for guaranteed funds (cash, money orders, cashier's checks, etc.). Insured checks and/or credit card payments should be paid to the company by selecting 'Insured E-Check' or 'Insured Credit Card.' PARTNERS will not honor insured checks or credit card payments for installments or endorsements deposited to agent's account and returned unpaid for any reason. However, if original down payment is deposited to agent's account and returned unpaid for any reason, PARTNERS will consider refunding agent IF agent follows the steps outlined below for the appropriate state.
- Agent should print a Transmittal Report each day for balancing purposes. The Transmittal Report is located under 'Mail/Reports – Transmittal Report.'
- Within three business days, an electronic transfer will generate for the total amount posted as 'Producer E-Check' for down payments on new business policies and another electronic transfer will generate for the total amount posted as 'Producer E-Check' for installment payments. (NOTE: The check number will print on the Transmittal Report once the electronic transfer has been generated in our office. Therefore, you may wish to print the Transmittal Report the day the money posted for balancing purposes, then print it again the next day to keep as your record with the check number(s) showing. There is also a 'Balance Report' available which is helpful when balancing against a bank statement as it is run by the electronic transfer date, not the payment date.)
- If unable to access the internet to upload new business or to post payments, please contact our office immediately for instructions.

Original Down Payment to Agent Not Honored By Financial Institution

If the procedures listed below are followed, PARTNERS will flat cancel the policy and refund the down payment to you.

- Agent must make no attempt to collect the unpaid funds from the insured.
- Policy must have had no amount paid for claims yet.
- PARTNERS must be notified within 30 days of the policy effective date.
- Monies returned unpaid to agent must be the only money received and posted to the policy. (If other monies have been received and posted to the policy, please contact our office immediately for instructions.)
- Agent must fax a copy of the NSF check (front and back) or documentation showing credit card payment declined, rejected, or disputed to the Partners General Agency office at 972-468-6626 ATTN: Accounting. Be sure to include the insured's name and policy number.

If the above steps are followed we will flat cancel the policy and refund to agent. We will make every attempt to mail the refund within 3 business days. We will fax confirmation once the refund check has been mailed. If you fail to receive this faxed confirmation by noon on the third business day, please contact our office immediately.