

Special Events Direct Billing

Below is information about our direct billing for Special Events only. Direct billing information for our other Specialty Lines programs is available on a separate sell sheet, titled, "Specialty Direct Billing."

Payment Options	Term	Account Thresholds	Fees Per Installment
Full	Per policy term	None	None

Payment Method: Once coverage is bound, payment is due in the agent's office the same day or paid online to SECURA. If circumstances, such as geographical distance, prevent same-day payment, SECURA may allow payment to be made within three business days. If you have questions, please call a Premiums Receivable Specialist at 800-558-3405 ext. 5575.

In order to streamline submission of the policyholder's check to SECURA's lockbox, please provide policyholder's name, address, and policy information with payment.

Note: Because of the urgency to receive payment when coverage is bound, we will not send an invoice. If the policyholder needs a receipt for payment, please provide the insured with a copy of the event quote. If you have questions, please call a Policy Services representative at 800-558-3405 ext. 5770.

By Check - Send a separate check for each policy number, clearly noting the policy number and policyholder's name on each check.

Mail to - PO Box 819, Appleton, WI, 54912

Online Payment (Credit Card, Checking Withdrawal or Savings Withdrawal) - Once policy is bound, the underwriter will provide the policy number, account number and the link to make the payment online.

For overnight payment - mail to 1500 Mutual Way, Neenah, WI, 54956

Payor

Only one payor may be listed. Any changes to the payor's name or address should be directed to the Specialty Underwriting Department.

Credits/Refunds

Any credit transaction will be applied to the account. If no balance is due on the account, a refund will be sent to the policyholder.

Commissions

Commissions are based on the full-term premium and are paid at the time of policy issuance.

Premium

Payment is due in full upon binding coverage.

Unacceptable Payments

Nonsufficient funds (NSF) - We will deposit a check a second time if there are insufficient funds. Upon the second NSF notice, our system will initiate a \$20 NSF fee. SECURA will pursue any unpaid premium.

Account Statements for Agents

SECURA issues a separate statement each month for direct-billed business. Statements are produced the second business day following the end of the month.

Monthly, direct-billed commissions will be deposited into the agent's bank account within 24 to 48 hours.

Premiums on the monthly statement reflect policies processed and effective during that month. Policies processed but not yet effective will appear on the statement for the month in which coverage becomes effective.