

Commercial Direct Billing for Policyholders

At SECURA, we have a variety of payment options to make life easier for you. We offer several options for payment of Commercial Lines policy premiums.

Direct Billing Options

Payment Options	Term	Down Payment	Account Thresholds	Fees Per Installment
Full	Annual	Full annual premium	None	None
2-Pay	Annual	50% of annual premium	\$550	\$6
4-Pay	Annual	25% of annual premium	\$1,000	\$6
10-Pay	Annual	20% of annual premium	\$2,000	\$6
12-Pay EFT	Annual	2 months of annual premium	\$120	None

Premium requirements apply to single policies or multiple policies within an account.

Eligible Lines: All Commercial Lines

Policy Term: Annual

Policy Effective Date: Multiple policies within an account must have the same expiration dates.

Payor: Only one payor may be listed on the billing invoice. If you have any changes to your name or address, contact your insurance agent.

Service Charge: \$6 per installment on all bill plans except Full and EFT.

Endorsements: Endorsements \$250 or less will be billed in full. All endorsements more than \$250 will be spread on remaining installments.

Changing Payment Plans: Please notify your insurance agent to process a payment plan change.

Audits: Audits will be billed in full.

Credits/Refunds: Any credit transaction will be applied to your account. If no balance is due on the account, you will receive a refund.

Premium Invoices and Due Dates: The due date is the same day as the effective date of your policy.

Electronic Funds Transfer (EFT) Option

This secure service is a monthly installment plan that makes premium payments convenient by automatically withdrawing funds from your checking or savings account, without a fee.

That means no check to write, no bill to mail, and no missed or late payments. It's an easy, secure way to keep your monthly installments stress free.

Here's how to sign up for EFT:

1. Visit secura.net
2. Select Payments
3. Click Start/edit automatic withdrawal

You'll need your policy or account number. After you log in, simply enter the necessary banking information.

Withdrawals will be made the same day of the month as the policy effective date. You will receive a schedule of withdrawals with your renewal and with subsequent premium changes.

If you are already using EFT and need to edit your banking information online, visit secura.net, select Payments from the menu, and click on the link to start/edit automatic withdrawal. Follow the steps to make any necessary changes.

Late Fees

We will apply a \$15 late fee to your next payment installment if we receive a payment after we have sent a pending cancellation notice. We will include a notice about the late fee on your invoices.

Late or inadequate payments will initiate policy cancellation.

Nonsufficient Fund Fees

If a payment is returned to us as unacceptable due to nonsufficient funds, we will cancel the policy for nonpayment of premium and assess a \$20 NSF fee, regardless of the payment method.

Check payments received after the due date specified on the billing invoice are considered past due. Cancellation occurs if the payment is not received within the time specified in the nonpayment clause of the Pending Cancellation Notice (PCN).

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Billing Procedures

Renewal Billing

Invoices are produced 20 days before the due date and will be mailed separately from the policy information. The EFT bill plan has a 15-day billing cycle. The due date is the same day as the effective date of the policy.

Nonpayment of Renewal Premium

1. Payment must be received by SECURA by the due date indicated on the invoice. If the invoice is not paid by the due date, the policy will have expired as of the renewal date. SECURA may send an Insurance Expiration Notice or Cancellation Notice to you, your agent, mortgagee, etc., which contains information regarding the termination of the policy due to nonpayment of the renewal premium.
2. If you receive an Insurance Expiration Notice, you will be offered reinstatement (without a gap in coverage) provided payment is received by SECURA by the due date specified in the notice.
 - a. If payment is received by the due date specified in the Insurance Expiration Notice, a "Receipt of Late Payment" notice will be mailed to you, your agent, mortgagee, etc., advising that coverage has been reinstated.
 - b. If payment is not received by the due date specified in the Insurance Expiration Notice, the policy will not have been reinstated and a final cancellation notice likely will be mailed to you, your agent, mortgagee, etc., advising that the policy was terminated as of the renewal date.
 - c. If payment is received after the due date specified in the Insurance Expiration Notice, contact your insurance agent to request reinstating your policy.
3. If you receive a Cancellation Notice, the notice will advise that the policy was terminated as of the renewal date, due to nonpayment of the renewal premium, without any offer of reinstatement of the policy.

Premium Invoice Billing

Nonpayment of Installment or Midterm Invoice

1. Payment must be received by SECURA by the due date indicated on the invoice. If the invoice is not paid by the due date, a Cancellation Notice will be sent to you, your agent, mortgagee, etc., which contains information regarding the termination of the policy due to nonpayment of the premium. The Cancellation Notice may include an offer for you to reinstate the policy.
2. If the Cancellation Notice offers an opportunity for reinstatement, the policy may be reinstated (without a gap in coverage) provided payment is received by SECURA by the due date specified in the notice.
 - a. If payment is received by the due date specified in the Cancellation Notice, a "Receipt of Late Payment" notice will be mailed to you, your agent, mortgagee, etc., advising that cancellation has been rescinded and coverage will continue.
 - b. If payment is not received by the due date specified in the Cancellation Notice, the policy will be cancelled and coverage will terminate on the date specified in the Cancellation Notice.
 - c. If payment is received after the due date specified in the Cancellation Notice, contact your insurance agent to request reinstating your policy.
3. If the Cancellation Notice does not contain a reinstatement provision, the policy will be cancelled and coverage will terminate as specified in the Cancellation Notice.

Payment Method

By Check — Send a separate check for each agency number, clearly noting the agency number on each check. Please include our remittance coupon and an explanation of discrepancies.

With coupon — mail to PO Box 776231, Chicago, IL, 60677-6231

Without coupon — mail to PO Box 819, Appleton, WI, 54912

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