

Commercial/Specialty Agency Billing

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

Agency Billing Options

Payment Options	Qualifying Annual Premium Requirements
Full	None
2-Pay	\$500
4-Pay	\$1,000
10-Pay	\$2,000

Premium requirements apply to the total of the policyholder's policies.

Eligible Lines: All Commercial and Specialty Lines policies are eligible, except Special Events, which is direct-bill only.

Policy Term: Annual

Service Charge: None

Endorsements: Same as direct bill.

Changing Payment Plans: Notify the Commercial or Specialty Lines Underwriting departments to process a payment plan change. Requests to change from agency-bill to direct-bill require a cancellation and rewrite.

Audits: Audits will be billed in full.

Credits/Refunds: Any credit transaction will be applied to the account.

Commissions: Commissions are paid based on the installment premium when that premium is billed on the agency statement.

Account Statements for Agents

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

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.

All agency balance payments received by SECURA through the last business day of the month will be recorded on the monthly statements.

Due Date

Per the Agency Agreement, the current statement is due and must be paid no later than 45 days after the end of the month to which the statement applies. Past due accounts are subject to interest charges and will affect profit sharing. For questions regarding agency-billed monthly statements, contact a Premiums Receivable Specialist at 800-558-3405 ext. 5575.

Payment Method

SECURA Express-Pay - The fastest, easiest way to submit your payments. Upload your payment through AgentLink. Fax or mail an explanation of discrepancies to Premiums Receivable.

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