

MILNCO INSURANCE SOLUTIONS **PREMIUM PAYMENT PLAN**

EFT - Our premium payment plan option is a convenient, monthly payment by automatic bank withdrawal.

Withdrawal Dates – we offer 2 withdrawal dates: 15th and Last Day of the month. The withdrawal date will be whichever date is closest and **before** the effective date of the policy. If the effective date of the policy is between the 1st and 15th, the withdrawal date will be the Last Day of the month. If the effective date of the policy is between the 16th and 31st, the withdrawal date will be the 15th. Withdrawal dates (i.e. the 15th or end of the month) that fall on a holiday or weekend will be processed the business day before the holiday or weekend.

A Service Fee of 4% will apply to the total amount being financed (premium, fees, sales tax). The minimum Service Fee is \$20.00.

Down payment – a down payment of 2 months is required and will be ***withdrawn directly from the client's account*** once the payment plan has been set up. If there is a delay in setting up the plan, an extra month may be included in the down payment to get the policy current.

If the policy being financed contains a Minimum Retained Premium provision that exceeds the down payment amount, the down payment will be increased to the amount of the minimum retained premium.

- This plan is available for new and renewal business with premiums up to \$10,000 annual. Any premium over \$10,000 must be referred to us for approval.
- A Milnco Insurance Payment Authorization Form (revision date November 2017) can be completed, signed by the account holder(s), including a VOID cheque, and emailed or faxed to get the plan started. Each policy being financed will be set up on a separate contract and will require a signed form for each.
- Email or fax the completed form to our office prior to the effective date of the policy. Any forms that are late, may result in the down payment being 3 months, instead of 2, in order to get the policy current.
- All policy changes will be applied to the existing payment plan and the remaining payments adjusted accordingly.
- If a withdrawal is returned by the client's financial institution, a special withdrawal, PLUS a **\$50 NSF fee** will be withdrawn from the client's account. A notice regarding this NSF will be emailed or faxed to the Broker to communicate to their client.
- If there is a 2nd NSF within the policy term, a notice will be emailed or faxed to the Broker with an option for the client to pay the full balance owing, by the due date given, in order to avoid cancellation of the insurance policy. If the full payment is received in our office by the due date, the payment plan will be terminated and the policy will be paid in full for the current policy term. **If the full payment is NOT received by the due date, the payment plan and the insurance policy will be cancelled and a registered letter will be sent to the client advising them of this cancellation.**
- Cancellation of a payment plan due to non-payment of premiums will result in the policy holder being suspended from using the Milnco payment plan for a period of 2 years.
- If there is a change in the client's banking information, we require this information **5 days** prior to the next withdrawal date to make the necessary changes.
- This plan is continuous and can be cancelled by the client, in writing.