

CAPITOL

PAYMENT PLAN

Capitol Payment Plan Paperwork

To Capitol Payment Plan

- **All 3 copies** of computer generated agreement (with original signatures)
- White copy of Draft Check
- Down Payment Check (Brokers check or money order only)
 - **CPP will not receive a down payment for NYAIP new business**
- Copy of MVR
- Copy of proof of residence when zip code varies from MVR and the insured has provided such proof at point of sale.

To NYAIP/Insurance Company/Wholesaler

- Computer generated copy of signed agreement
- Original copy of Draft (made out to insurance company)
 - Drafts to NYAIP are made out for 10% of total annual premium
 - Drafts for all other insurance companies including NYAIP renewals are made out for 100% of total annual premium
- **For new business through the NYAIP only; brokers check or money order for 15% of total annual premium.**

To Agent

- Computer generated copy of signed agreement
- Pink copy of Draft

To Insured

- Computer generated copy of signed agreement
- First Payment Coupon

Make Capitol Payment Paperwork to: **PO Box 4423
Woodland Hills, CA
91365-4423**

Insurance Premium Financing

PO Box 4423 • Woodland Hills, CA 91365-4423 • 800-932-7972 • Fax: 818-430-4036