

# CAPITOL

## PAYMENT PLAN

In an effort to provide information in a timely manner, Capitol Payment Plan currently offers the following reports and letters by fax:

### Reports:

- **Pending Cancellation Report:** This report is sent once a week listing insureds who will cancel in the next 10 days.
- **Returned Mail Report:** Lists insureds whose mail has been returned due to incorrect mailing address

### Letters:

- **Revised Payment Letter:** Any time we increase an insureds monthly payment
- **Additional Premium Due Letter:** Any time we are notified of an uprate due to the carrier
- **NSF Letter:** Any time we receive a returned check

**Please let us know if you prefer to receive the above reports and letters via email and we will also email you the following bonus report:**

**Pending Cancel Hold Report:** This report lists accounts in which a hold was placed but no payment was received. The report is sent out 2 days prior to the hold expiring.

**To help you manage your faxes and/or emails we can also give you a choice on how the following notices are sent. Please let us know your preference:**

**Notice of Cancellation:** None \_\_\_\_\_ Email \_\_\_\_\_

**Notice of Acceptance:** Fax \_\_\_\_\_ Email \_\_\_\_\_

Please provide us with the information below. If you have any questions please contact Steven Calick at 914-673-9611.

Agency Name: \_\_\_\_\_

Agency CPP Account Number (Accounts-In-View Username): A \_\_\_\_\_

Office Email Address: \_\_\_\_\_ Letters/Reports Emailed: Yes \_\_\_ No \_\_\_

**Fax Completed form to 518-862-7528**

*Insurance Premium Financing*

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