



CPP New York Agents:

Amid ongoing concerns about the Coronavirus COVID-19, the NYAIP has sent out notification requesting agents move application processing and deposits to the electronic format. As a result, **all E-Pay eligible applications should be submitted to the Plan electronically.** We understand the NYAIP may allow exceptions under certain circumstances. Please direct any questions to the NYAIP.

Agents who finance with Capitol Payment Plan have the ability to submit finance paperwork electronically to both the NYAIP and CPP. By utilizing this feature you will no longer need to issue a CPP draft for NYAIP business.

To help our agents get set up with this process click on AGENT RESOURCES then go to FORMS AND INSTUCTIONS. You will find the following paperwork:

- **NYAIP ELECTRONIC UPLOAD INSTUCTIONS:** A step by step guide to uploading applications to the NYAIP
- **NYAIP EFT AUTHORIZATION:** Form to have your bank information defaulted for down payment sweeps to the NYAIP. Send form to NYAIP
- **CPP INSTUCTIONS FOR ATTACHING A SIGNED PFA ONLINE:** Step by step instructions to uploading finance agreement to CPP
- **CPP ACH DEBIT ENROLLMENT FORM:** Form to have your bank information defaulted for down payment sweeps to CPP (For non-NYAIP new business. Send form to CPP

If you have any questions regarding this, please contact Steven Calick at 914-646-9363 or at stevec@cappay.com.