

Expedite your Flood Insurance Commissions Payments!

Commission checks are mailed on the fifth business day each month. If you receive your commission check by mail, it could take approximately five to seven *additional* days for you to receive it. With direct deposit, your commissions will be deposited into your bank account on the fifth business day with your commission statement available through fax or email.

It's simple! Just complete and submit the form on the next page and you'll be on your way to getting your flood insurance commission payments automatically deposited into your account at your financial institution.

While you are at it, sign up for Automatic Payments (ACH debits) too! It allows payments for flood insurance premiums to be debited from your account to electronically submit flood applications and endorsements online. The 'Automatic Payment' form is available below.

To use the Agency Account Sweep option OR request direct deposit of your Commissions, you must complete the attached forms. After we have received verification from your financial institution, you may begin submitting flood insurance applications to us using the ACH method of payment and/or we will deposit Commissions into your account.

AGENCY ACCOUNT SWEEP (ACH)

Following are the steps necessary for you to submit flood insurance applications using FloodPro with ACH as the method of payment:

1. Complete the attached ACH Authorization Agreement Form.
2. Send or fax a "Voided" check along with the Authorization Form to the Flood Processing Center.
3. We will submit the information to your bank for verification. **Average time for verification process is five business days.**
4. To submit a flood insurance application using FloodPro with ACH as the method of payment, you will be able to select the ACH payment option on the Payment screen when completing the application.
5. Time Line to sweep the bank account-
 - If policy is submitted **prior** to 4:00 PM Eastern Standard Time, the bank account is swept the following day.
 - If the policy is submitted **after** 4:00 PM Eastern Standard Time, the bank account is swept 2 days later.

DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER OF COMMISSIONS

Following are the steps necessary for you to participate in electronic commission payments:

1. Complete the attached Automatic Deposit/EFT Authorization Agreement
2. Send or fax a "Voided" check for checking account OR an ABA and account number for the savings account where the funds will be deposited.
3. We will submit the information to your bank for verification. **Average time for verification process is five business days.**

Questions?

Please contact Agency Services via agency.services@floodpro.net or toll free at 866.796.7582.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS)

Company Name The Flood Insurance Processing Center (the "Company")

I (we) hereby authorize the Company to initiate credit entries and to initiate, if necessary, debit entries and adjustments to my (our) account described below:

Checking Account No.: _____ OR Savings Account No. _____
Financial Institution's Routing No.: _____
Financial Institution's Name: _____
Financial Institution's Address: _____

This authority is to remain in full force and effect until the Company has received written notification from me (or either one of us) of its termination in such time and manner as to afford the Company and Financial Institution a reasonable opportunity to act on it.

Signature: _____ Signature: _____

Full Name: _____ Full Name: _____

Date: _____ Date: _____

Telephone Number: _____ Telephone Number: _____

Producer Name: _____

Producer Number: _____

When you elect to receive your commission electronically, your statement will not be mailed to you. Please select one of the statement receipt options listed below.

Please send a copy of my commission statement to me by:

Preferred Method:

Fax: (Fax #) _____ Or
 E-Mail: (E-Mail Address) _____

Preferred Format: PDF Excel Both

*** Please note: If you select 'Both' the file size may be too large to be supported by your email system.**

ATTACH A VOIDED CHECK FOR CHECKING ACCOUNT OR DEPOSIT SLIP FOR SAVINGS ACCOUNT

MAIL TO:

The Flood Insurance Processing Center
PO Box 2057, Kalispell, MT 59903-2057

Or

EMAIL TO: agency.services@floodpro.net

AUTOMATIC PAYMENT SETUP PROCESS INSTRUCTIONS FOR ACH DEBIT

The ACH (Automatic Clearing House) payment option is available only for applications submitted to the Flood Insurance Processing Center via the Internet.

Following are the steps necessary for you to submit flood insurance applications online with ACH as the method of payment. ACH does not have to be selected if the client is using their own VISA, MC, AMEX or Discover. If the policyholder is paying by check then the application or endorsement can be paid by selecting ACH (agent deposits clients' check into designated account) OR the application or endorsement can be mailed to the Flood Processing Center for processing.

1. Complete the attached Authorization Agreement Form for Automatic Payments.
2. Mail, Fax or Email a "Voided" check for checking account or a deposit slip for savings account along with the Authorization Form to the Flood Insurance Processing Center.
3. The Flood Insurance Processing Center will submit the information to your bank for verification. **Average time for verification process is five business days.**
4. When the approval is complete an ACH payment selection box will appear for you to select when completing applications. Contact the Flood Insurance Processing Center [Agency Services](#) Department if you have questions regarding this process.
5. Timeline to sweep the bank account:
 - ❖ If policy is submitted **prior** to 2:00 PM Mountain Standard Time, the bank account is swept the following day.
 - ❖ If policy is submitted **after** 2:00 PM Mountain Standard Time, the bank account is swept 2 days later.

If you have additional questions regarding the setup process call the Flood Insurance Processing Center Agency Services Department (866.796.7582).

To expedite processing, fax or email the completed Authorization Agreement Form **and** voided check or deposit slip to the Flood Insurance Processing Center at: FAX (866) 528-3208 or via email to: agency.services@floodpro.net.

You may also mail the completed Authorization Agreement Form **and** voided check or deposit slip to the Flood Insurance Processing Center, PO Box 2057, Kalispell, MT 59903-2057.

Complete form on the following page:

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT (ACH DEBITS)

Company Name The Flood Insurance Processing Center (the "Company")

I (we) hereby authorize the Company to initiate debit to my (our) account described below:

Checking Account No.: _____ OR Savings Account No. _____
Financial Institution's Routing No.: _____
Financial Institution's Name: _____
Financial Institution's Address: _____

ACH payments will only be debited for flood insurance premiums by the Flood Insurance Processing Center after flood applications/endorsements have been submitted.

This authority is to remain in full force and effect until the Company has received written notification from me (or either one of us) of its termination in such time and manner as to afford the Company and Financial Institution a reasonable opportunity to act on it.

Signature: _____

Signature: _____

Full Name: _____

Full Name: _____

Date: _____

Date: _____

Telephone Number: _____

Telephone Number: _____

Producer Name: _____

Producer Number: _____

ATTACH A VOIDED CHECK FOR CHECKING ACCOUNT OR DEPOSIT SLIP FOR SAVINGS ACCOUNT

MAIL TO:

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