



Financing that Fits You.

Instructions for Financing

To activate loan, mail the following information to the BFS address below:

- 1 Original signed Premium Finance Agreement due within 5 days of binding
Both agent and insured need to sign where indicated.
- 2 Copy of Binder(s)
- 3 Down payment less commission*
- 4 If after 15 days of binding, 1st installment payment**
- 5 Financial statement for policies over \$100,000

* **COLLECT THE DOWN PAYMENT FROM THE INSURED.** Remit the down payment **LESS** your commission. You must issue us an agency check for the down payment and make it payable to **USG INSURANCE SERVICES, INC.**

CHECK YOUR FINANCE AGREEMENT to be certain all information is correct such as the mailing address, policy information, etc.

IMPORTANT

** If you can not forward the above requested information within 5 days of binding, **COLLECT THE 1ST INSTALLMENT DUE** and remit along with the signed finance agreement, binder, and down payment check.

PLEASE NOTE: The premium finance contract is not accepted without the items indicated above.

Feel free to contact our office with any questions.
Thank you for your business and we look forward to servicing your account.

Nancy Morrison, *Manager*