

# **Arizona Premium Finance Co., Inc.**

## **PREMIUM FINANCE PROCEDURE FOR COMMERCIAL POLICIES**

**Please read and follow our procedures:**

- ❖ How to Complete the Finance Agreement
- ❖ What Money to Collect
- ❖ What to Send to Who

**1. Complete Insurance Company Application.**

**2. Complete APFC Premium Finance Agreement and Disclosure Statement.**

Use our **APFC Quotes Software** to complete and calculate the premium finance agreement. Extensive Help is available in the program by clicking on **Help** on the top Navigation Bar.

For **Commercial Policies**, you must break down the pure premium from all Taxes and Fees. We do not finance any taxes or fees. The software will calculate the required down payment.

**3. Have Insured sign the printed finance agreement.**

**4. Collect Down Payment stated on the finance agreement from Insured.**

**5. Give Insured copy of Premium Finance Agreement.**

**6. Mail to the General Agent or insurance company, your Agency Check for the Down Payment less your commission, and a copy of Premium Finance Agreement.**

**7. Retain the Premium Finance Agreement for your records.**

**8. Transmit the Premium Finance Agreement (with Electronic Signature completed) to APFC.**



## Premium Finance Procedure

9. APFC upon receipt of the Premium Finance Agreement, will mail to the Insured a letter and Coupon Book advising the insured that the premium is being financed and where and when to send payments to APFC.
10. Upon receipt of the Policy Invoice or Binder from the General Agent or Insurance Company, the Agent should either Email to [invoices@apfcinc.com](mailto:invoices@apfcinc.com), or fax to APFC at 800-662-8854, the Policy Invoice or Binder.

APFC will fund the amount financed to the General Agent or Insurance Company upon verification of the policy information with the General Agent or Insurance Company.