

TO: ALL AGENTS

YOU'VE ASKED FOR IT  
A Multiple Direct Bill Payment Option

It has always been a goal at Grain Dealers Mutual to provide quality customer service. One method the Accounting Department uses to reach this goal is by processing payments in a timely manner, usually on the day we receive the payment. We would now like to offer a speedier solution in applying those payments received in your office to the insureds' accounts.

You now have the option to provide us with a daily listing of those direct bill customers who make cash payments in your office and the amount of each payment. We will apply these payments on the same day and debit your bank account the next day for the total amount. This will save your agency the time and money involved in issuing and printing an agency check, and payments will be applied much sooner than mail time allows.

The following steps would apply:

- \*The agency must be set up on our ACH program for depositing direct bill commissions.
- \*The attached consent form must be signed and submitted to us by mail or fax at 317.295.9434 or 800.828.4124.
- \*A listing would have to be sent to us as a text or PDF file, by fax or email, or listed in the body of an email. If sending by email, please send to "[tward@graindealers.com](mailto:tward@graindealers.com)" and "[wgreen@graindealers.com](mailto:wgreen@graindealers.com)."
- \*The listing would have to include:
  1. Current Date
  2. Name of Agency
  3. Agent Code
  4. Agency Phone Number
  5. Insured's Name
  6. For Commercial Policies, the Direct Bill Account Number (e.g., CL1001216)  
For Personal Policies, the policy number (e.g., APA498125)
  7. Amount of Each Insured's Payment
  8. Total Amount of all Payments
- \*All transmittals received by 2:00pm will be applied to the insureds' account the same day. Any transmittals received after 2:00pm will be applied on the next business day.
- \*Your account will be debited on the next business day after payments have been applied.

If you have any questions regarding this new program, please contact me at 317.388.4581 or 800.428.7081, ext. 4581.

Teresa Ward

Accounting Department

03/06