



American Southwest Insurance Managers

PO BOX 701749 | Dallas, Texas 75370-1749 | (800) 856-0191 FAX (800) 856-ASIM

AGENT Electronic Withdrawal Authorization

IMPORTANT: This form must be returned to American Southwest Insurance Managers before Electronic Withdrawal can be initiated. The effective date to start using the Electronic Withdrawal process for payments will be communicated to you via the phone.

Electronic Withdrawal for New Business, Installment, Endorsement and Restart Payments

American Southwest Insurance Managers (ASIM) is hereby authorized to present electronic withdrawal items on the agency's account indicated below and the depository named below for payment of settlements due to ASIM by the agency. This arrangement does not affect the agency's primary obligation for payment. This authorization is to remain in effect until ASIM is notified in writing to the contrary. Payments received on the ASIM website as producer e-checks will be withdrawn from the agency's account. *NOTE: Insured checks and credit card payments should be receipted as such. Only guaranteed funds (cash, money orders, cashier's checks, etc.) should be receipted as producer e-checks.**

* ASIM will not refund agent if insured check or credit card payment for installment or endorsement payment is deposited to agent's account and is returned unpaid for any reason. However, if original down payment is deposited to agent's account and returned unpaid for any reason, ASIM will consider refunding agent IF agent follows the steps outlined in the Electronic Withdrawal Procedures and the underwriting guidelines.

Authorized Signature (as shown on Account)

Date

Bank Information

Bank Name and Branch (or Main Office) and Phone Number

Bank Address (street, city, state, zip)

Title of Bank Account

Account Number

Account Type

Agency Name

ASIM Producer Number

Beginning Check Number

Agency Contact Person and Telephone Number



FOR OFFICE USE ONLY: EFFECTIVE DATE to begin Electronic Withdrawal process _____



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AGENT Electronic Withdrawal Procedures

- Agent must use the www.americansouthwest.com website to post 100% of money received in their office for down payment and installments.
- Agent must complete the AGENT Electronic Withdrawal Authorization form and fax it to the American Southwest office at 800-856-2746 ATTN: Consuelo Lopez (this form can be printed from the www.americansouthwest.com website under 'Forms/Resources.')
- Authorization does not become complete until Consuelo calls and advises you the AGENT Electronic Withdrawal Authorization form has been processed.
- Only select 'Producer E-Check' payment for guaranteed funds (cash, money orders, cashier's checks, etc.). Insured checks and/or credit card payments should be paid to the company by selecting 'Insured E-Check' or 'Insured Credit Card.' ASIM will not honor insured checks or credit card payments for installments or endorsements deposited to agent's account and returned unpaid for any reason. However, if original down payment is deposited to agent's account and returned unpaid for any reason, ASIM will consider refunding agent IF agent follows the steps outlined below for the appropriate state.
- Agent should print a Transmittal Report each day for balancing purposes. The Transmittal Report is located under 'Mail/Reports – Transmittal Report.'
- Within three business days, an electronic transfer will generate for the total amount posted as 'Producer E-Check' for down payments on new business policies and another electronic transfer will generate for the total amount posted as 'Producer E-Check' for installment payments. (NOTE: The check number will print on the Transmittal Report once the electronic transfer has been generated in our office. Therefore, you may wish to print the Transmittal Report the day the money posted for balancing purposes, then print it again the next day to keep as your record with the check number(s) showing. There is also a 'Balance Report' available which is helpful when balancing against a bank statement as it is run by the electronic transfer date, not the payment date.)
- If unable to access the internet to upload new business or to post payments, please contact our office immediately for instructions.

Original Down Payment to Agent Not Honored By Financial Institution

TEXAS - if the procedures listed below are followed, ASIM will flat cancel the policy and refund the down payment to you.

- Agent must make no attempt to collect the unpaid funds from the insured.
- Policy must have had no amount paid for claims yet.
- ASIM must be notified within 30 days of the policy effective date.
- Monies returned unpaid to agent must be the only money received and posted to the policy. (If other monies have been received and posted to the policy, please contact our office immediately for instructions.)
- Agent must fax a copy of the NSF check (front and back) or documentation showing credit card payment declined, rejected, or disputed to the American Southwest office at 800-856-2746 ATTN: Accounting. Be sure to include the insured's name and policy number.

If the above steps are followed we will flat cancel the policy and refund to agent. We will make every attempt to mail the refund within 3 business days. We will fax confirmation once the refund check has been mailed. If you fail to receive this faxed confirmation by noon on the third business day, please contact our office immediately.

FLORIDA - if the procedures listed below are followed, ASIM will flat cancel the policy and refund the down payment to you.

- Policy must have had no amount paid for claims yet.
- Agent must notify ASIM of the unpaid funds for down payment by fax at 800-856-2746 ATTN: Accounting. Be sure to include the insured's name and policy number.
- Monies returned unpaid to agent must be the only money received and posted to the policy. (If other monies have been received and posted to the policy, please contact our office immediately for instructions.)
- Agent must give insured 'cure' time as outlined in FS 627.728 (agent must mail to insured a letter/notice demanding restitution and allow them to cure the non-payment within 5 days of the receipt of notice or 15 days from the date the notice was mailed to the insured.
- If the agent does not collect the unpaid funds within the time specified in FS 627.728, agent must fax ASIM a request to flat cancel and refund the unpaid amount to agent. This request for a refund must include a copy of the letter/notice mailed to the insured demanding restitution and the proof of mailing certificate along with a copy of the NSF check (front and back) or documentation showing credit card payment declined, rejected, or disputed. This must be faxed to our office no later than 20 days after the date the notice was mailed to the insured.
- Agent must notify ASIM immediately if monies to cure the non-payment are collected from the insured. Agent must not accept payment to cure the non-payment after the cure time if a request for refund has been sent to ASIM.

If the above steps are followed we will flat cancel the policy and refund to agent. We will make every attempt to mail the refund within 3 business days. We will fax confirmation once the refund check has been mailed. If you fail to receive this faxed confirmation by noon on the third business day, please contact our office immediately.