FINANCING PROCEDURES

Personal Financing- New Business or Renewals

- Use software to calculate finance figures.
- Print finance agreement and have it signed
- Complete draft check. (Draft check is to be made out to insurance company.)
- Submit paperwork with down payment check (if required) to CPP. Agent check or money order only.
- **Note**: Agents do not need to contact CPP before writing new business.

Personal Financing- Existing Business (Business already in force but not originally financed.)

- Contact customer service for a quote (800-932-7972).
- Customer service will need to know:
  1) Policies premium amount
  2) Policies effective date
  3) Amount submitted to company
- Customer service will fax or email over a contract to be signed.
- Agent will write out draft check for balance of premium and submit it to the carrier with a copy of the finance agreement.
- Submit signed contract and down payment (agent check or money order) to CPP.
- **Note**: You can not finance an existing policy without first contacting customer service.

Personal Financing- Endorsements

- Agent will need to estimate the endorsement premium.
- Collect 15% down payment
- Send down payment and draft for entire balance to the insurance company
- Send copy of draft and endorsement information to CPP

Personal Financing- Additional Premiums

- CPP deals directly with insureds to finance additional premiums
- Agent will get a copy of all paperwork sent to insureds

Commercial Financing

- Call (866) 639-1333 ext. 135 for a quote.