

CAPITOL

PAYMENT PLAN

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 cannot 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 draft for entire balance to the insurance company
- Fax endorsement form, copy of draft, and down payment check to 818-610-7671

Personal Financing - Additional Premiums

- CPP deals directly with insureds to finance additional premiums
- Agent will get a copy of all paperwork sent to insureds
- **Note:** If agent is taking care of additional premium, fax additional premium form, copy of draft, and down payment check to 818-610-7671

Commercial Financing

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