

Check-by-Fax Procedures

One way to make premium payments is with Check-by-Fax. This provides a convenient and low cost way for an agent to send a premium payment quickly.

Brokers can use Check-by-Fax to:

1. Make premium payment and avoid late fees that might accrue if a payment were sent via regular mail.
2. Make a premium payment or deposit to meet a specific deadline, such as a binding, endorsement, or cancellation.

The Check-by-Fax form can be obtained by visiting our website at www.atminsurance.com or by calling Dan Rieden or Will Holdren at 714-414-1200.

Completing the Check-by-Fax Form:

Our Broker must fill in the Check-by-Fax form completely, including:

- Originator's Phone Number
- Originator's Name
- Quote/Policy Number
- Name of Insured
- A copy of the check (completed with signature)

The originator's properly completed check must be placed over the sample check form, and the form must be faxed to ATM at 714-414-1299.

The Check-by-Fax form must be faxed ONLY to 714-414-1299 (this form is not to be faxed to any other fax number within ATM to avoid duplicate postings of the check).

For same day posting, the fax must be received in our office by 3:00pm. If the Check-by-Fax is received after 3:00pm, the check will be posted to the account the following business day.

Do not mail the original check to ATM (this should be kept for your files or destroyed in order to avoid duplicate posting of the check).