



# Select General Agency, LLC.

9696 Skillman St. Suite 170  
Dallas, TX 75243  
Phone (866) 542-4742 Fax (972) 220-0744

## AGENT Electronic Withdrawal Authorization

**IMPORTANT:** This form must be returned to Select General Agency, LLC (SELECT) before Electronic Withdrawal can be initiated. The effective date to start using the Electronic Withdrawal process for payments will be communicated to you via phone.

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

Select General Agency, LLC. (SELECT) 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 SELECT by the agency. This arrangement does not affect the agency's primary obligation for payment. This authorization is to remain in effect until SELECT is notified in writing to the contrary. Payments receipted on the SELECT website as producer e-checks will be withdrawn from the agency's account.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.\**

\* SELECT 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, SELECT 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

\_\_\_\_\_  
SELECT 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 <http://www.selectgeneral.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 SELECT Insurance office at 972-220-0744 (this form can be printed from <http://www.selectgeneral.com> website under 'Forms/Resources.')
- Authorization does not become complete until SELECT 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.' SELECT 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, SELECT 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 'Underwriting/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 'Sweep 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**

If the procedures listed below are followed, SELECT 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.
- SELECT 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 SELECT Insurance office at 972-220-0744 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.