

PREMIUM FINANCE INSTRUCTIONS

08/06/2025

We are pleased to offer the attached finance agreement proposal. In order to proceed with premium financing we must have the following. *Note: Agreement subject to modification if the associated policy terms change.*

- Down Payment amount listed on agreement paid directly to Arlington/Roe via one of the following:
 1. **ACH**
 - Our Online Payment Portal <https://arlingtonroe.epaypolicy.com/> or,
 - Completion of the attached "Authorization Agreement"
 2. **Credit Card (fees apply)**
 - Our Online Payment Portal <https://arlingtonroe.epaypolicy.com/>
 - Maximum allowable amount is \$10,000 per transaction.
 3. **Manual Check**
 - Agency check mailed to our office. (*We are unable to accept an insured's check*)
- Signed agreement (Agent and Insured signature required)
- *For Agreements in the state of Michigan, MI law requires the Finance Agreement be signed by a licensed MI agent. Please notate license number by your signature.*
- Email Agreement and ACH Authorization Agreement, if applicable, to premiumfinance@arlingtonroe.com
- **Items related to the quoting/binding of the risk should be directed to your Underwriter/Broker.**

If the policy is financed, any return premium will be sent to the finance company per applicable state law. If you have any questions, please feel free to contact your Arlington/Roe underwriter or our Accounting department.

Financing will NOT be setup unless we have the following:

- Down payment received and signed agreement.
- 1st installment if the due date is less than 2 weeks in the future.