



AMsuite Billing

Down Payment % for New Business, Renewal, Conversion, and the Number of Remaining Installments per Payment Plan



FOR AGENT USE ONLY AMsuite Available Payment Plans	New Business		Renewal		Conversion	
	Down Payment %	New Business Max Possible Remaining Installments	Renewal %	Renewal Max Possible Remaining Installments	*Conversion Down Payment %	Conversion Max Possible Remaining Installments
Invoice Bill and Electronic Recurring						
Pay in Full	100%	0	100%	0	100%	0
2 Pay	50%	1	50%	1	50%	1
4 Pay	25%	3	25%	3	25%	3
6 Pay	20%	5	16.66%	5	8.33%	5
Quarterly (Colorado)	25%	3	25%	3	25%	3
Electronic Recurring only						
Monthly Electronic	20%	10	8.33%	11	8.33%	11
*Monthly Electronic (Colorado)	8.22%	10	8.33%	11	8.33%	11
*Monthly Electronic (Rhode Island)	15%	10	15%	11	15%	11
Agency Bill						
Pay in Full Agency Bill	Agency Bill Statement	n/a	Agency Bill Statement	n/a	Agency Bill Statement	n/a
Additional info:						
Down Payment is required at issuance						
Each installment may be subject to additional service fee						
Monthly Payment Plan remaining installments may vary, based on effective date and draft date						
*Conversion policies will have to re-enroll for recurring payment via Pay and Sign Portal after initial down payment is made.						
*Colorado and Rhode Island are state mandated						
Down Payment is required at issuance (unless it's bill to the lien)						

Payment Plan Minimum Premium Qualifications

Premium >\$250: 4 Pay, 6 Pay, Monthly Pay
 Premium \$126 - \$249.99: 2 Pay, Full Pay
 Premium \$1 - \$125.99: Full Pay

Policies that have a total policy premium (including taxes and fees if applicable) of \$125.00 or less will only be eligible for Full Pay Payment Plans, except for policies in AZ, CO and RI. AZ, CO and RI have no minimum premium amount requirements.

AMsuite Billing

Sample Data for Illustrative Purposes Only:
 Policy Effective 1/1/18
 Draft/Invoice Date 1st
 Annual Premium \$1250

Standard Payment Plan Structure

NEW BUSINESS Estimated Payment Plan Schedule			
PAYMENT PLAN	%DOWN	DUE DATE	AMOUNT
A. PAY IN FULL	100%	A. 1/1	\$1250
B. 2 PAY	50%	B. 1/1	\$625
1 remaining installment (4 months later)		5/1	\$625
C. 4 PAY	25%	C. 1/1	\$312.50
3 remaining installments (day 60, day 150, day 240)		3/1	\$312.50
Not offered in Colorado		6/1	\$312.50
		9/1	\$312.50
D. 6 PAY	20%	D. 1/1	\$250
5 remaining installments (2 months apart)		3/1	\$200
Not offered in Colorado		5/1	\$200
		7/1	\$200
		9/1	\$200
		11/1	\$200
E. MONTHLY	20%	E. 1/1	\$250
9 or 10 remaining installments (every month, based on effective date & draft date)		2/1	\$100
(exception: CO - 8.22% & RI - 15%)		3/1	\$100
		4/1	\$100
		5/1	\$100
		6/1	\$100
		7/1	\$100
		8/1	\$100
		9/1	\$100
		10/1	\$100
		11/1	\$100

RENEWALS Estimated Payment Plan Schedule			
PAYMENT PLAN	%DOWN	DUE DATE	AMOUNT
A. PAY IN FULL	100%	A. 1/1	\$1250
B. 2 PAY	50%	B. 1/1	\$625
1 remaining installment (4 months later)		5/1	\$625
C. 4 PAY	25%	C. 1/1	\$312.50
3 remaining installments (day 60, day 150, day 240)		3/1	\$312.50
Not offered in Colorado		6/1	\$312.50
		9/1	\$312.50
D. 6 PAY	16.6%	D. 1/1	\$207.50
5 remaining installments (2 months apart)		3/1	\$208.50
Not offered in Colorado		5/1	\$208.50
		7/1	\$208.50
		9/1	\$208.50
		11/1	\$208.50
E. MONTHLY	8.33%	E. 2/1	\$103.75
9 or 10 remaining installments (every month, based on effective date & draft date, renewal period)		3/1	\$127.36
(exception: RI - 15%)		4/1	\$127.36
		5/1	\$127.36
		6/1	\$127.36
		7/1	\$127.36
		8/1	\$127.36
		9/1	\$127.37
		10/1	\$127.37
		11/1	\$127.37

Installments may be subject to an installment fee.
 Payment plan availability may vary based on state and premium amount.

Recurring Payment Plan may vary based on Draft Date, Effective Date and Renewal Timeline, the renewal payment will draft on or after the renewal effective date based on selected payment date.

Illustrative purposes only:

The information above is an example, assuming effective date/draft date is the 1st day of the month. For monthly EFT, there may be 9 or 10 payments, depending on the draft date. This is in addition to the down payment.

AMsuite Billing

Conversion Pay Plan Changes from modernLINK/mL3 to AMsuite:

IC System	AMsuite Standard	AMsuite Colorado
1SP	Pay in Full invoice	Pay in Full invoice
2BP	2 Pay Plan invoice	2 Pay Plan invoice
2SP	2 Pay Plan invoice	2 Pay Plan invoice
4AP	4 Pay Plan invoice	Quarterly invoice
4SP	4 Pay Plan invoice	Quarterly invoice
8SP	6 Pay Plan invoice	Quarterly invoice
9SP	6 Pay Plan invoice	Quarterly invoice
12SP (recurring electronic)	6 Pay Plan invoice	Quarterly invoice
MPP	4 Pay Plan invoice	Quarterly invoice
ABP	Pay in Full Agency Bill	Pay in Full Agency Bill

Huon System	AMsuite Standard	AMsuite Colorado
001 Full Pay Invoice	Pay in Full invoice	Pay in Full invoice
002 Quarterly Pay Invoice	4 Pay Plan invoice	Quarterly invoice
003 Full Pay Electronic	Pay in Full invoice	Pay in Full invoice
004 Quarterly Pay Electronic	4 Pay Plan invoice	Quarterly invoice
005 Monthly Pay Electronic	6 Pay Plan invoice	Quarterly invoice

Due to changes in company number (077/085 to 071), it is required that Monthly Electronic Pay Plans are re-authorized by obtaining the insured's signature. All of this can be accomplished on the Pay and Sign Portal. Details are included in the Customer's Conversion packet.

Pay plans vary by state.

AMsuite Billing

Policy Inquiry view after policy is issued:

Account: Polly Holder **1**

Dwelling Special (600005225) In Force

SUMMARY
☰

CONTACTS
👥

VIEW/ADD ACTIVITIES
0

VIEW/ADD NOTES
0

VIEW/UPLOAD DOCUMENTS

BILLING / MAKE PAYMENT
✓

Billing/Payment

Make a Payment **2**

Current Payment	Payment Plan Info	Charges
Previous Balance \$0.00	Bill To Polly Holder	Premium Charges \$771.00
3 Amount Due (Including fees and previous balance) \$0.00	Billing Type Invoice	Other Charges \$0.00
Due Date	Payment Plan 2 Pay	Total Charges \$771.00
	Billing Method Direct Bill	
	Renew Method DirectBill	
Last Payment	Additional Payment Info	Additional Info
Amount Received \$385.50	Total Outstanding Balance \$385.50	Billing Status Open
Date Received 4/5/18		Total Payment 0

The Billing/Make Payment tile takes you to this page.

1. This is a hyperlink that takes you to the account level so the mailing address can be changed.
2. Click this to make a payment.
3. This section displays total current or past due amount owed, including any fees.
4. This area displays the adjusted pro-rated premium after a change is made. To view the total premium on a policy, see the most recent dec page.

AMsuite Billing

Last Payment		Additional Payment Info		Additional Info	
Amount Received	\$385.50	Total Outstanding Balance	\$385.50	Billing Status	Open 3
Date Received	4/5/18	Total Amount Received	\$385.50	Total Payment Rejections	0
Next Payment		Paid Through Date	10/5/18 2	Total Insufficient Funds	0
Amount (excluding fees)	\$385.50			Total All Other Rejections	0
Due	9/5/18			Total Reinstatements	0

1

2

3

Payment Schedule

4 *Invoice mailed/Recurring Electronic*

*COMMUNICATION SENT	*DUE DATE/DATE OF PAYMENT	AMOUNT DUE	AMOUNT RECEIVED
4/13/18	5/5/18	\$385.50	\$385.50
8/14/18	9/5/18	\$385.50	\$0.00

1. Amount Due and Due Date for invoice and recurring (EFT draft date).
2. When payments are received, the paid through date will increase showing the days covered.
3. Additional information about the policy term.
 - the policy will automatically cancel after 2 NSF's
 - the policy will NOT automatically reinstate with payment after 2 automatic reinstatements
4. This is the payment schedule for the policy displayed.

AMsuite Billing

Billing Transaction History

This screen will display the timeline of events for the policy transactions; such as payments made, policy change amounts (additional premium or return premiums) as well as rejections of payments.

For illustrative purposes – EZPay rejected payment

Declined Payments on EZ Pay in AMsuite:

Billing

Billing Summary		Cancellation Status	Open	Policy Charges	
Previous Balance Due	-	Paid Through Date	01/26/2019	Premium Charges	\$1,148.00
Amount Due (including fees)	\$287.00	Last Payment Received	08/17/2018	Other Charges	-
Due Date	08/20/2018	Date		Total Charges	\$1,148.00
Total Outstanding Balance	\$648.00	Last Payment Received Amount	\$500.00	Plan Information	
Total Amount Received	\$500.00			Billing Type	Invoice
Next Bill Amount	\$213.00			Billing Method	Direct Bill
Next Bill Due Date	10/20/2018			Renew To	Direct Bill
				Payment Plan	4 Pay
					View Account Billing Status
				Policy Level Information	
				Total Payment Rejections	1
				Insufficient Funds	0
				All Others	1
				Reinstatements	0

Transaction Details		Payment Schedule					
Date ↓	Description	Payment Plan	Effective Date	Invoice Due Date	Transaction Amount	Invoiced Amount D...	Balance
08/23/2018	Payment Reversal Notic...						\$648.00
08/23/2018	Payment reversed for th...				\$500.00	\$287.00	\$648.00
08/23/2018	Policy is Delinquent						\$648.00
08/17/2018	Payment distributed				\$500.00	-	\$148.00
08/17/2018	Payment of \$500.00 rec...				-	-	\$648.00
08/17/2018	Renewal Confirmed						\$648.00
08/17/2018	Payment distributed				\$500.00	-	\$648.00
08/17/2018	Payment of \$500.00 rec...				-	-	\$1,148.00
08/10/2018	Conversion post card ge...						\$1,148.00
08/05/2018	Renewal reminder notic...						\$1,148.00
07/13/2018	Bill will generate in 2 bu...			08/20/2018		\$287.00	\$1,148.00
07/13/2018	Conversion renewal offe...				\$1,148.00		\$1,148.00

When an EZ-payment draft is declined, it will display as payment reversed in the Description column under the Transaction Details tab. It is not reflected in the "Next Bill Amount" box under Billing Summary.

AMsuite Billing

Rejected EZPay payment example continued.

This screen shot is an example of the Payment Schedule tab

Statement Date-the date the notice is generated

Due Date-the date the payment is due/drafted

Amount-the amount that is due

Paid-the amount paid for the installment

Past Due-the amount that is past due

Transaction Details		Payment Schedule				
Statement Date ↑	Due Date	Amount	Paid	Current Due	Past Due	
10/27/2017	11/11/2017	\$311.60	\$311.60	-	-	
11/13/2017	11/28/2017	\$139.50	-	-	\$139.50	
12/13/2017	12/28/2017	\$138.49	-	-	-	
01/13/2018	01/28/2018	\$138.49	-	-	-	
02/13/2018	02/28/2018	\$138.49	-	-	-	
03/13/2018	03/28/2018	\$138.49	-	-	-	
04/13/2018	04/28/2018	\$138.49	-	-	-	
05/13/2018	05/28/2018	\$138.49	-	-	-	
06/13/2018	06/28/2018	\$138.48	-	-	-	
07/13/2018	07/28/2018	\$138.48	-	-	-	

- The draft on this policy declined on 12/1. If the declined date falls outside of the span of the “Statement Date” – “Draft Date” (which in this case is 12/13 – 12/28) the “past due” will draft **IN ADDITION TO** the scheduled draft.
 - This policy would draft $138.49 + 1.00 + 139.50$ (past due) = \$279.00 (+20.00 fee if applicable)
- If the declined payment date falls within the span of the “Statement Date” – “Draft Date” (such as 12/15), then the “Past Due” amount will draft in addition to the second next draft date (which in this case would be 1/28/18)
- If the insured makes a manual payment prior to the statement date to cover the past due balance, the drafts will continue as scheduled.
- On monthly EFT, if the insured makes a manual payment within the span of the statement date, to cover the past due balance, it is applied to the current balance and next month, it will double draft.

AMsuite Billing

When adding a unit to a Collector Vehicle policy, be sure to refer to the Dec page for Total Policy Premium. The Total Premium displayed in Premium Summary example below is NOT the Total Policy Premium. It is the pro-rated premium amount.

Policy Change 0000026683 (Quoted)
Recreational
Eff. 08/30/2018
Stacy Roush
Ac

Policy Change 0000026683

- ▼ Policy Contract
 - Policy Info
 - Drivers
 - Vehicles
 - Coverages
 - CLUE Results
 - Risk Analysis
 - Policy Review
 - Quote
 - Forms
 - Payment & Signatures
 - Notes (0)
 - Documents
 - Participants
 - Activities (0 open)

Payment & Signatures

< Back
Home
Edit Policy Transaction
Save
Versions ▼

Payment

All changes made to billing and payment plan options are effective

Premium Summary

Total Premium	\$491.90
Total Additional Costs	-
Total Cost	\$491.90
Change in Cost	\$136.51

Billing Options

Billing Method: Direct Bill

Billing Type: * Invoice ▼

Billing Contact: Stacy Roush ▼

Payment Plan Options

Original Payment Plan: 2 Pay

New Payment Plan: * 2 Pay ▼

Total cost could be significantly reduced if you choose to pay in full

POLICY DECLARATIONS

American Modern Property and Casualty Insurance Company

Collector Vehicle

Policy Change

Premium Summary

Vehicle #1: 1995 CHEVROLET CORVETTE	\$250.00
Vehicle #2: 1985 CHEVROLET CORVETTE	\$169.00
Policy Coverages	\$103.00
Additional Costs	\$0.00
Total Policy Premium	\$522.00

Note: a minimum earned premium of \$50.00 applies to this policy.

Policy Summary

Policy Number:
600-005-657

Policy Period:
06/28/2018 to 06/2

Named Insured(s):
STACY ROUSH
608 GEORGES CRE
GALLIPOLIS OH 45