

Capitol Payment Plan Paperwork

To Capitol Payment Plan

- **All 3 copies** of computer generated agreement (With original signatures)
- White copy of Draft Check
- Down Payment Check (Brokers check or money order only)
CPP will not receive a down payment for NYAIP new business.
- Copy of MVR
- **Copy of proof of residence when zip code varies from MVR and the insured has provided such proof at point of sale.**

To NYAIP/Insurance Company/Wholesaler

- Computer generated copy of signed agreement
- Original copy of Draft (made out to insurance company)
Drafts to NYAIP are made out for 10% of total annual premium.
Drafts for all other insurance companies including NYAIP renewals are made out for 100% of total annual premium.
- **For new business through the NYAIP only; brokers check or money order for 15% of total annual premium.**

To Agent

- Computer generated copy of signed agreement
- Pink copy of Draft

To Insured

- Computer generated copy of signed agreement
- First Payment Coupon

Mail Capitol Payment Paperwork to:

PO Box 4423
Woodland Hills, CA
91365-4423