



In an effort to provide information in a timely manner, **Capitol Payment Plan** currently offers the following reports and letters by fax:

Reports:

Pending Cancellation Report: This report is sent once a week listing insureds who will cancel in the next 10 days.

Returned Mail Report: Lists insureds whose mail has been returned due to incorrect mailing address

Letters:

Revised Payment Letter: Any time we increase an insureds monthly payment

Additional Premium Due Letter: Any time we are notified of an uprate due to the carrier

NSF Letter: Any time we receive a returned check

Please let us know if you prefer to receive the above reports and letters via email and we will also email you the following bonus report:

Pending Cancel Hold Report: This report lists accounts in which a hold was place but no payment was received. The report is sent out 2 days prior to the hold expiring

To help you manage your faxes and/or e-mails we can also give you a choice on how the following notices are sent. Please let us know your preference:

Notice of Cancellation: None _____ Email _____

Notice of Acceptance: Fax _____ Email _____

Please provide us with the information below. If you have any questions contact Steven Calick at 914-673-9611.

Agency Name: _____

Agency CPP Account Number(Accounts-In-View Username): A_____

Office Email Address: _____ **Letters/Reports Emailed:** Yes ___ No ___

Fax completed form to 518-862-7528

Insurance Premium Financing