

AGENCY BILL AND DIRECT BILL COMMISSION GUIDELINES



Billing Guidelines for Agency Bill and Direct Bill Commission

CONTACTING AGENCY ACCOUNTING

E-mail agencybill@wnins.com

Direct Line 952-835-8109

Toll Free 888-760-8426

Mailing Address

Regular Mail

Western National Insurance Group

PO Box 59184

Minneapolis, MN 55459-0184

Overnight Mail

Western National Insurance Group

5350 West 78th Street

Edina, MN 55439-3100

STATEMENTS

Western National prepares itemized statements for both agency bill and direct bill commission monthly. Statements are e-mailed to the accounting contact e-mail address on file for your agency within the first business week after the month being reported.

DIRECT BILL COMMISSION (DBC)

Commission Checks

Direct Deposit

A remittance notification is e-mailed to the accounting contact e-mail address on file for your agency within the first business week after the month being reported. Funds will be available two to three business days after sending of the notification e-mail.

To sign up for direct deposit of direct bill commission see the following on Agents Xpress:

Western Xpress, Guides/FAQ's, Billing Information, Agency Sweep/Direct Deposit Authorization From

Physical Checks

Western National mails a physical check to the billing address on file for your agency within the first business week after the month being reported.

Commission due back to Western National

Payments for DBC due Western National are due at the Edina, MN office by the 15th

Allow at least 3 days for delivery. Please include the remittance slip with your payment. Refer to the following chart for due dates of direct bill commission.

Statement Month	Due Date	Statement Month	Due Date
January	February 15	July	August 15
February	March 15	August	September 15
March	April 15	September	October 15
April	May 15	October	November 15
May	June 15	November	December 15
June	July 15	December	January 15

Past Due Notice

Payment is due on the 15th of each month. If payment is not received by the due date, a past due notice will be created. The notice will be e-mailed to the accounting contact e-mail address on file for your agency and your marketing representative at Western National. To avoid receiving a notice, payment must be received at the Edina, MN office by the due date.

Download

Direct bill commission statements are available for download.

For details see: Western Xpress, Guides/FAQ's, Download, DB Commission.

AGENCY BILL

Payments

Currently Western National accepts payments by check or money order. A remittance slip for each statement being paid should be included with the payment. Please write your agency number on the check or money order.

Payment Due Date

Agency Bill payments are due at the Edina, MN office on or before the due date of the 15th.

Allow at least 3 days for delivery. Please refer to the following chart for the due date of each statement.

Statement Month	Due Date	Statement Month	Due Date
January	March 15	July	September 15
February	April 15	August	October 15
March	May 15	September	November 15
April	June 15	October	December 15
May	July 15	November	January 15
June	August 15	December	February 15

Adjustment to amount billed

If you are not paying your agency bill statement total as shown, a detailed list of items not paid should be included with your payment. Include on this list the policy number, amount and the reason for the adjustment. For a sample adjustment form and a blank form, see, AG-4 and AG-5

Your company payable report is not an acceptable list. This report outlines what is being paid instead of what is NOT being paid.

If you are waiting for endorsements, cancellations, or corrections to appear on your statement, you must also correspond with underwriting. The accounting staff does not process policy transactions.

Account Current Payment Not Allowed

Western National does not allow payment by agency account current. Payments made each month should be for the amount shown on the agency bill statement and remittance slip. The remittance slip generated by Western National should be included with each payment.

Insured Non Pay to Agency

We realize this is a difficult situation, but by agency contract, payment is due to Western National even if the agency has not received payment from the insured. If you are unable to collect, please submit a request for cancellation to underwriting and a copy to accounting. Keep in mind that the agency will be responsible for the earned premium after cancellation. If a request to cancel is not made, the agency is responsible for payment in full.

Credit Balance

The credit will be reviewed after the 15th of each month. If the total receivable balance is a credit, a check will be issued. If the agency has signed up for direct deposit, a remittance notification will be e-mailed to the accounting contact e-mail address on file for your agency. Funds will be available two to three business days after sending of the notification e-mail.

Past Due Notice

Payment is due on the 15th of each month. If payment is not received by the due date, a past due notice will be created. The notice will be e-mailed to the accounting contact e-mail address on file for your agency and your marketing representative at Western National. To avoid receiving a notice, payment must be received at the Edina, MN office by the due date.

