

## **Check-By-Fax Procedures**

One alternative method for making premium payments is Check-By-Fax. This provides a convenient and low cost way for a policyholder or producer to send a premium payment quickly.

Check-By-Fax can be used to:

1. Make a premium payment or deposit to meet a specific deadline
2. Resend a check or add additional premium to a payment in response to a request from Berkshire Hathaway Homestate Companies

### **Completing the Check-By-Fax Form**

Policyholders and Producers must fill in the Check-By-Fax form completely, including:

- Originator's Checking Account Number
- Originator's Phone Number
- Policy/Binder/Quote Number
- Name of Insured
- Check Number
- Signature – This is required for processing the check

The originator's properly completed check should be placed over the sample check on the form, and the form should be faxed to BHHC only at (888) 381-8492 (to avoid duplicate posting of the check, this form is not to be faxed to any other number within BHHC).

For same day posting, the fax must be received in our office by 3:00 p.m. If the Check-By-Fax is received after 3:00 p.m., the check will be posted to the account the following business day. If the Check-By-Fax is sent after 3:00 p.m. on the day the policy is set to cancel, and the money is posted the following business day, a No Loss Letter must be provided in order for the account to be considered for reinstatement.

Do not mail the original check to BHHC. This check should either be kept for your files or destroyed in order to avoid duplicate posting of the check.