

Patrons Oxford Insurance Account Bill Enrollment Form



Account Bill Benefits

- One monthly statement
- One Installment Service Charge
- One payment or EFT deduction
- Choose your monthly due date

Customer Name: _____

Customer Address: _____

Policies to be enrolled on Account Bill (maximum 5, minimum 2)

**Primary Policy#: _____

Policy#: _____

Policy#: _____

Policy#: _____

Policy#: _____

**You select your primary policy and it will be used to:

- Determine the billing method (Standard invoice or EFT)
- Apply the installment service charge (no service charge for EFT)
- Provide the mailing address
- Establish default due date if none selected

The monthly due date will be based on the primary policy, unless a due date is selected below.

Due Date (1st to 31st) _____ (selected due date)

If the customer name and/or address do not match on all policies shown above please explain:

Guidelines

- Payments must reference the Account number (ANP Prefix) shown on your Account Bill Statement.
- If payment received does not equal minimum or full due from the Account Bill Statement, and there are no instructions on the remittance slip, then the Company will determine how the payment will be applied to your policies.
- If payment is presented to Patrons Insurance with an individual policy number and not your Account Bill number, the payment will be applied only to that policy.
- If the minimum due on the Account Bill is not received by the due date, the policies may be removed from Account Bill. The policies will be billed separately using the payment plan previously assigned. This may result in a large payment requirement for policies removed mid-term and installment service charges will resume on all policies.
- If a policy under your Account Bill has a negative balance, it will be applied to other policies that have a positive balance under the same Account.

E-mail form to: billing@patrons.com

Fax to: 207-783-7507

Mail to: Accounting Dept.
Patrons Oxford Insurance
P O Box 3820
Portland, ME 04104-3820