



623 SW 10th Avenue
Topeka, KS 66612
800.232.2259
www.kammco.com

KAMMCO Payment Packet Instructions

Instructions for KAMMCO Payment Forms:

Election of Payment Form **(REQUIRED)**

- Everyone must complete an **Election of Payment form**.
- Those with group policies should send in one form for their entire group. Individual members of group policies cannot elect an individual payment method.
- Requests to change payment methods after the policy has been renewed may delay processing.
- If this form is not returned with your renewal documents, KAMMCO will renew your policy with the same payment method you selected for the previous year.

Authorization Agreement for Installment Collection Form

- If you selected **“Option 3: Installment”** on your Election of Payment form, you must complete the **Authorization Agreement for Installment Collection form**.
- If you’re already paying your premium to KAMMCO through ACH debit, and you do not need to make changes, you can skip completing this form.

If you have any questions, please email underwriting@kammco.com.

Credit cards cannot be used to pay premiums.

KAMMCO

Kansas Medical Mutual Insurance Company
KAMMCO Casualty Company, Inc.

Election of Payment Form

Kansas Medical Mutual Insurance Company and KAMMCO Casualty Company, Inc. (KAMMCO) is pleased to provide our insureds with three (3) payment options.

Choose one payment option from the list below.

Option 1. **Payment-in-Full/Credit**

If I elect to purchase insurance from KAMMCO as evidenced by payment of premium, I agree to pay the total premium due to KAMMCO by no later than the date of the inception or renewal of the annual Policy. I understand a credit in the amount of one (1) % of the annual KAMMCO Primary Coverage Premium will be applied, which will reduce the amount due) if I elect Option 1.

Option 2. **Third-Party Financing**

If I elect to purchase insurance from KAMMCO as evidenced by payment of premium, I agree to pay the total premium due to KAMMCO and may use third-party financing. See Fidelity Bank packet for additional information. I understand a credit in the amount of one (1) % of the annual KAMMCO Primary Coverage Premium will be applied (which will reduce the amount due) if I elect Option 2.

Option 3. **Installment**

If I elect to purchase insurance from KAMMCO as evidenced by payment of premium, I agree to pay the total premium due to KAMMCO in four equal installments. Each installment will be due beginning on the date of the inception or renewal of the annual Policy, and, every consecutive quarter thereafter through the term of the Policy. KAMMCO will provide a minimum of ten (10) days written notice prior to any cancellation of the Policy due to a non-payment of any installment. **Please note, the option for installments is only available for the amount due KAMMCO for primary coverage. The premium due for Cyber Liability Coverage and the amount due to the Kansas Health Care Stabilization Fund must be paid in full by no later than the annual inception or renewal of the Policy.**

 If this option is selected, you **must** complete the **Authorization Agreement for Installment Collection form** and submit it along with this Election of Payment form.

Regardless of which option is chosen, KAMMCO will send the insured an invoice itemizing the amount due and date due.

Please provide responses to the following (**responses to all fields are required.**)

Facility / Organization Name: _____

Name (First, MI, Last): _____

Title: _____

Policy Number: _____

Signature

Date of Signature



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Authorization Agreement for Installment Collection



Complete this form **only** if you chose the **Installment Option (Option 3)** on the **Election of Payment form**.

CONTACT INFORMATION

Company or Individual Name: _____

Phone Number: _____ Email: _____

BILLING ADDRESS

Street: _____ City: _____ State: _____ Zip: _____

ACCOUNT INFORMATION

Account Type: Checking Savings

Customer's Account Number: _____ Customer's Bank Routing Number: _____

I hereby authorize KAMMCO to initiate debit entries to my account indicated above at the depository financial institution named above, hereinafter called DEPOSITORY, and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

The first quarterly payment/ACH debit entry will occur 15 days before the policy renewal date. All other quarterly payments/ACH debit entries will be made on the 15th of the month before the respective quarter begins. If the 15th falls on a weekend or holiday, the quarterly payment/ACH entry will be processed on the next business day. Invoices detailing the quarterly payment will be emailed 15 days before the payment is collected.

This authorization allows KAMMCO to debit funds based on the selecting of the **Installment option** (Option 3) on the **Election of Payment form**, plus any endorsements added to the policy mid-year.

I understand I will only be able to pay in quarterly installments by signing this document and agreeing to have KAMMCO debit my account. Failure to pay or lack of sufficient funds in the designated account to allow an ACH debit will constitute non-payment of premium. Cancellation procedures for non-payment of policy premium will be implemented according to the policy document.

This authorization is to remain in full force and effect until KAMMCO has received written notification from the authorized signer of its termination at such time and in such manner as to afford KAMMCO and DEPOSITORY a reasonable opportunity to act on it.

Signature

Date

NOTE: ALL WRITTEN AUTHORIZATIONS **MUST** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

(Please attach a copy of a voided check along with this completed form.)