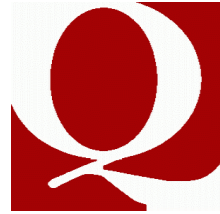


Quincy Mutual Group Account Bill Enrollment



Account Bill Benefits

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

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

Primary Policy#: _____ **

Policy #: _____

Policy #: _____

Policy #: _____

Policy #: _____

**The primary policy will be used to:

- Determine the billing method (Standard invoice or EFT)
- Apply the installment service charge
- Provide the mailing address
- Establish due date if none selected

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

Due Day (1st to 31st) _____

Customer Name: _____

Customer Address: _____

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 policy.
- If payment is presented to Quincy 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 has a negative balance, it will be applied to other policies that have a positive balance under the same Account.
- Accounts on EFT will not be on the 12 payment plan.
- E-bill is not an option for Account Bill customers.

E-mail form to: acct@quincymutual.com

Fax to: 617-472-1513

Mail to : Accounting Dept.

Quincy Mutual

PO Box 699150

Quincy MA 02269-9150

Please note that the minimum due on any outstanding invoices must be paid before enrolling in Account Bill