



## ACH PROCEDURES

P. O. Box 105611 Atlanta, GA 30348-5611  
(678) 498-4700 (800) 925-2546 FAX (678) 498-4747 [www.siuprem.com](http://www.siuprem.com)

### **ACH FUNDING:** *(Agent Funding via ACH)*

1. Complete ACH Funding Enrollment form; attach check, sign and fax to 678.498.4747.
2. Once received Siuprem will set up your agency in the ACH Funding Program. Going forward all submissions will be funded via ACH unless otherwise noted.
3. Submit Premium Finance Agreements as normal by faxing to 678.498.4748 and clicking the 'Request Activation' button on the quote screen.
4. When received Siuprem will activate qualifying quote as an Account within 48 hours.
5. Each evening Siuprem will submit an ACH file to our financial institution that contains all accounts activated for that day.
6. An ACH deposit will appear in your bank account the following day.

### **ACH INSTALLMENTS:** *(Insured payments to Siuprem via ACH)*

1. Complete an ACH Enrollment Form for every account that elects to pay via Siuprem ACH.
2. Have the insured attach a check and sign the form.
3. Select 'Payment Method' of ACH on the quote screen instead of Coupon or Statement.
4. Submit a copy of the signed ACH Enrollment Form along with the signed Premium Finance Agreement to 678.498.4748.
5. Siuprem will activate the Account as ACH and automatically withdraw the insured's scheduled payment amount and frequency as outlined in the terms of the contract.