

# Repetitive Electronic Funds Transfer (EFT)

## Authorization Form for Business Insurance Customers



### INSTRUCTIONS:

Complete this form to sign up for Repetitive EFT, which will automatically withdraw your installment payments from your bank account according to your current bill plan.

You may enroll in this program at any time during the policy term.

Retain a copy of the completed form for your files.

**Fax the completed form to 866-829-0250.**

### IMPORTANT INFORMATION:

Until this form is processed by The Hartford, you will continue to receive insurance bills in the mail. **To keep your account current, please remit your payment along with the payment stub.** This applies to any bills you may have received but not yet paid.

Once your request is processed, you will receive a schedule of your electronic withdrawals for the remainder of the policy term.

EFT payments will be automatically withdrawn as requested and reflected on your bank statements.

You will always be notified in advance of any changes to your withdrawal amount.

An installment fee, which is lower than the fee charged for paying by check, may apply and will be added to each withdrawal in states where permitted by law.

In order to continue withdrawing premium payments from your bank account, The Hartford **must be notified in advance of any change in bank information.** Please contact our Customer Service Center to inform us of any changes.

**HAVE QUESTIONS?** Contact our Customer Service Center 866-467-8730; 7 am to 7 pm CST (Mon – Fri)

### POLICYHOLDER INFORMATION

<b>Business Name:</b>		<b>Daytime Phone Number:</b>	
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	
<b>Your Hartford Policy or Billing Account Number :</b>		<b>Email Address:</b>	

(You will receive a confirmation email once your request has been processed)

### POLICYHOLDER INFORMATION

#### BANK INFORMATION

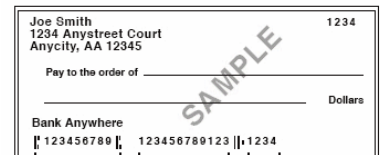
<b>Name(s) on Bank Accounts:</b>		<b>Name of Bank:</b>	
Type of Account (select one)		<b>Bank Routing #</b>	
<input type="checkbox"/> <b>Checking Account #</b> _____ - OR - (located on bottom center of check)		_____ (9-digits located on the bottom left of a check or contact your bank)	
<input type="checkbox"/> <b>Savings Account #</b> _____			

#### By Signing below, you agree to the following:

I / We authorize Hartford Fire Insurance Company and its affiliated companies (hereinafter called The Hartford), to initiate debit entries (withdrawals from) and to initiate, if necessary, credit entries (deposits to) and adjustments for any debit entries in error to my (our) account indicated above and the Depository named above to debit and/or credit the same to such account. This authorization is to remain in full force and effect until The Hartford has received notice from me of its termination in such time and in such manner as to afford The Hartford and the Depository a reasonable opportunity to act on it.

Policyholder Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



Routing Number    Acct. Number    Check Number

# Frequently Asked Questions— Repetitive Electronic Funds Transfer

## **How does Repetitive EFT work?**

By signing up for Repetitive EFT, you authorize us to automatically withdraw your premium from your checking or savings account based on the payment plan you selected. Payment is transmitted directly to The Hartford. Please be aware that your private information is not shared nor can The Hartford access your account directly.

## **How will I know when my premium is withdrawn from my account?**

We will send you a Withdrawal Notice approximately 20 days prior to the withdrawal date. This Notice includes the date of withdrawal and the amount to be withdrawn.

## **Is there a charge for electing Repetitive EFT?**

Yes, however, these fees are generally lower than installment fees for other payment options.

## **When will funds be withdrawn from my account?**

Your premium will be withdrawn from your

checking or savings account on the due date of your current billing schedule.

## **Can I decide when my premium will be withdrawn?**

Yes. Once you are set up for Repetitive EFT, you can adjust the day of the month future payments are withdrawn from your bank account. To change the withdrawal day, contact us at 1-866-467-8730, and let us know which day of the month works best for you.

## **Do I need to sign up for Repetitive EFT each time my policy renews?**

No. Once you sign up for Repetitive EFT, it remains in effect until you advise us to discontinue it.

## **What do I do if we need to make a change?**

We understand that there may be times when you're not able to make a scheduled payment. To stop or change a withdrawal, contact us at least 3 days prior to the scheduled withdrawal date, and we will work with you to make other arrangements.