



**McCLELLAND and HINE, INC**  
**ACCOUNTING DEPARTMENT**  
P O BOX 700930  
SAN ANTONIO TX 78270-0930  
Telephone 210 366-2500 / Fax 210 366-2407  
Toll Free 800-333-2017

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Dear Agent:

**AGENCY ACCOUNTING INFORMATION ON THE WEB**

For your agency to gain access to accounting information, please have the agency principle submit the following information to Grace Rodriguez ([grace@mhi-mga.com](mailto:grace@mhi-mga.com)).

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

**Agency Accounting Contact Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Principle's Signature: \_\_\_\_\_ Date Signed \_\_\_\_\_

**The request submitted must be from the agency principle.**

Once your agency has gained access to the agency accounting section, you will have the ability to view and/or print the following information:

- Agency statements
- Form 1099s
- Policy invoice – (search capabilities by policy number or by effective dates)
- Overdue policy report
- Policy renewal list

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2200 Thousand Oaks #100, San Antonio, TX 78232  
(P) 210-366-2500 (Wats) 800-333-2017 (F) 210-366-2407

[www.mhi-mga.com](http://www.mhi-mga.com)