



**McClelland and Hine, Inc.**

Accounting Department  
2200 Thousand Oaks #100  
PO Box 700930  
San Antonio, Texas 78270-0930

**PAYMENT TERMS**

- **PREMIUM PAYMENTS ARE DUE NO LATER THAN THE 25<sup>TH</sup> OF THE MONTH**
- **BROKER PREMIUM PAYMENTS ARE DUE NO LATER THAN THE 10<sup>TH</sup> DAY AFTER BOUND**
  - PREMIUM PAYMENTS NOT RECEIVED BY THE 25<sup>TH</sup> OF THE MONTH WILL BE CONSIDERED PAST DUE.
  - BROKER POLICY PREMIUM PAYMENTS NOT RECEIVED BY THE 10<sup>TH</sup> DAY AFTER THE POLICY IS BOUND WILL BE CONSIDERED PAST DUE.
    - IF PAST DUE, NOTICES WILL BE SENT TO YOUR AGENCY INFORMING YOU OF THE PAST DUE AMOUNT AND THE DUE DATE OF PAYMENT
      - PAYMENT(S) MUST BE IN MHI'S OFFICE ON OR BEFORE THE DUE DATE ON THE PAST DUE (OVERDUE) LETTER OR DIRECT NOTICE OF CANCELLATION WILL BE ISSUED.
  - INSURED'S CHECKS WILL NOT BE ACCEPTED BY MHI AS A FORM OF PAYMENT;
    - IF AN INSURED'S CHECK IS MAILED TO MHI AS FORM OF PAYMENT, THE CHECK WILL BE RETURNED TO YOUR AGENCY.
- FORMS OF PAYMENT
  - ONLINE PAYMENT VIA ACH on MHI's website ([www.mhi-mga.com](http://www.mhi-mga.com));
  - CHECK-BY-FAX;
  - REGULAR CHECKS
- PLEASE SUBMIT PAYMENTS TO:

**McClelland & Hine, Inc.  
P.O. Box 700930  
San Antonio, TX 78270-0930**

If you have any questions regarding agency accounting, please contact:

- Katie Moran (210) 293-6222 or
- Uriah Holguin (210) 293-6226

If outside the San Antonio area:

- 1 (800) 333-2017

Thank you for your continuing support.



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**PREMIUM FINANCING WITH CROWN CAPITAL SERVICES**

- **If your insured elected to premium finance their policy with Crown, and the funding was not on your agency statement, please contact Crown to verify that the note was received. The premium finance note and down payment should be mailed directly to:**

**Crown Capital Services  
P.O. Box 701288  
San Antonio, TX 78270-1288**

**You may contact Crown Capital Services at the following numbers:**

- (210) 366-2620, within the San Antonio area
- 1 (800) 876-2804, outside the San Antonio area