



## TEXAS BUILDERS INSURANCE COMPANY

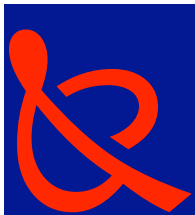
P.O. Box 164050  
Austin, Texas 78716  
(512) 708-0148 FAX: (512) 708-9486



# A SIMPLE OPTION FOR DIRECT BILL PAYMENT OF YOUR TEXAS BUILDERS INS CO'S WORKERS' COMP PREMIUM



*So you can cross one item off your TO-DO list  
- for good!*



Texas Builders Insurance Company offers a convenient **Automatic Payment Option** to have premium payments withdrawn directly from your bank. No more writing checks, making sure they're mailed on time, or worrying about missed payments when you're away from the office.



### *It's Simple:*

**Select the Electronic Funds Transfer (EFT) Draft Option on your Payroll Report.**



Automatic payments will be withdrawn from your bank account the same day you send us your payroll report. Just complete and send us the EFT Permission Letter form in this brochure by mail or fax.



***Start now to benefit from this time saving offer!***



## TEXAS BUILDERS INSURANCE COMPANY

P.O. Box 164050  
Austin, Texas 78716  
(512) 708-0148 FAX: (512) 708-9486

### FREQUENTLY ASKED QUESTIONS ( POLICYHOLDERS )

**Q: IS THERE A FEE FOR THE AUTOMATIC PAYMENT SERVICE?**

A: No. Texas Builders Insurance Company does not charge fees for the convenience of automatic bill payment.

**Q: HOW WILL I KNOW WHEN THE AUTOMATIC PAYMENTS HAVE BEEN MADE?**

A: A written or email confirmation from our Accounting Department will be sent when each payment has been processed and completed.

**Q: WHEN WILL THE MONEY BE WITHDRAWN FROM MY BANK?**

A: Payments will be withdrawn from your bank account when Texas Builders Insurance Company receives your completed payroll report between the 1<sup>st</sup> and 15<sup>th</sup> of the month.

**Q: HOW DO I CORRECT A PAYMENT AMOUNT?**

A: Once payment has been withdrawn from your bank account we cannot change the amount. However, we can make an adjustment by making another EFT transaction to correct the difference. Call the Accounting Department at (512) 421-2644 to make such adjustment and for more instructions.

**Q: DO I NEED TO FILL OUT THE ELECTRONIC FUNDS TRANSFER (EFT) PERMISSION LETTER EVERY REPORTING PERIOD?**

A: No. You only need to complete and send the EFT Permission Letter and Voided Check Sheet once. You will, however, need to continue to mark which payment option you prefer each reporting period on your payroll report.

**Q: DO I NEED TO REAPPLY FOR AUTOMATIC PAYMENTS WHEN MY ACCOUNT RENEWS?**

A: No. The payroll reports will always show the payment option, which you will need to checkmark on each payroll report. If you choose to change your payment option simply check the option you prefer on your payroll report.

(For any further questions, please call the Accounting Department at (512) 421-2644.)